Subject: Request for Approval to Attend AAO-HNSF 2025 Annual Meeting & OTO EXPO

Dear [Supervisor’s/Division Chief’s Name],

I am writing to request approval to attend the AAO-HNSF 2025 Annual Meeting & OTO EXPO, taking place Saturday, October 11 – Tuesday, October 14, 2025, in Indianapolis, Indiana. This is the premier event for otolaryngology–head and neck surgery, and I view it as an essential opportunity to advance my clinical knowledge, connect with thought leaders, and explore initiatives that support both professional growth and organizational impact.

**Why Attendance to the Annual Meeting is Valuable:**

1. **Advanced, Subspecialty-Focused Education**  
   The Annual Meeting provides expert-led, evidence-based education across the full spectrum of otolaryngology. With a focus on evidence-based research, the latest technologies and innovation, and finding solutions to the most pressing issues facing the specialty, the sessions go beyond core training—offering high-level updates directly relevant to our patient population and scope of practice.
2. **Opportunities for Strategic Networking and Collaboration**  
   Thousands of otolaryngologists, researchers, educators, and industry innovators attend the Annual Meeting. It is an ideal setting to build meaningful professional relationships, identify collaborative research or quality improvement opportunities, and enhance our department’s presence on the national stage.
3. **Leadership and Career Development**  
   In addition to educational sessions, the Annual Meeting offers valuable content on leadership, health policy, diversity in medicine, and academic advancement. I plan to engage in programming that supports my continued development as a clinician-leader and explore involvement with Academy committees that align with our program’s goals.
4. **Institutional and Team Benefit**  
   Attending the Annual Meeting will allow me to bring back updated knowledge, surgical techniques, and evidence-based approaches that can be incorporated into our workflows and teaching efforts. [Optional: I also plan to present an abstract or oral presentation, further representing our institution on a national scale.]
5. **CME Credit**  
   The American Academy of Otolaryngology–Head and Neck Surgery Foundation designates thislive activity for a maximum of 22 AMA PRA Category 1 Credits™ for the concurrent sessions. The CME ENThusiast Track provides the opportunity to earn up to 31 AMA PRA Category 1 Credits™.Additionally, a maximum of 40 AMA PRA Category 1 Credits™ will be available for the Scientific Poster Presentations either in-person or via the online gallery.

**Support Requested**

To make this attendance possible, I respectfully request [time off from clinical duties, financial support for registration and/or travel—customize as needed]. I will coordinate clinical coverage in advance and am committed to sharing major takeaways with the team upon my return through formal or informal teaching sessions.

Thank you for your consideration. I am confident that attending the AAO-HNSF 2025 Annual Meeting & OTO EXPO will enhance my clinical practice, support my academic and leadership goals, and contribute meaningfully to our department’s growth and innovation.

Sincerely,  
[Your Full Name, Credentials]  
[Your Title/Department]