**Date**

Dear ASPEN Education and Professional Development (EPD) Committee Members,

The **XXX** Society for Parenteral and Enteral Nutrition would like to participate in the ASPEN joint providership arrangement between the ASPEN national office and affiliate chapters for the provision of continuing education (CE) credit to dietitians, nurses, pharmacists and physicians at our chapter’s annual event. As an interprofessional organization, our mission is to improve patient care by advancing the science and practice of nutrition support therapy through an extension of ASPEN national.  We intend to host our next annual fall chapter meeting and conference on **PROGRAM** **DATE** in **LOCATION.**

The following information is enclosed:

1. Names and contact information for the board (which includes our conference planning committee)
2. Conflict of interest disclosure statements for each planning committee member
3. CVs for each planning committee member
4. Preliminary program budget including projected revenue and expenses

The following individuals have reviewed the Chapter CE handbook: INSERT NAMES

We are looking forward to collaborating with ASPEN national to implement a successful and compliant interdisciplinary educational program for CE credit for our upcoming conference.

Sincerely,

**Chapter President**