



Dear

The [American Society of Ophthalmic Administrators \(ASOA\)](#) is the premier organization for the business side of the ophthalmic practice. ASOA serves administrators, managers, physicians, and office staff. ASOA is the practice management strategic partner of the [American Society of Cataract & Refractive Surgery \(ASCRS\)](#).

Membership in ASOA provides exceptional education, tools and resources, networking, and professional development opportunities. I would like to join ASOA and am seeking approval for the cost of the membership ([\\$375/year for Essential, \\$575/year for Premier](#)).

Membership in ASOA would allow me to gain valuable knowledge and skills to improve efficiency and positively impact our practice and bottom line. Some of the notable membership benefits include:

- ✓ [Administrative Eyecare Magazine](#) (6x a year)
- ✓ [ASOA Learning Center](#)
- ✓ [EyeMail listserv](#)
- ✓ Discounted [Annual Meeting](#) rates
- ✓ [ASOA Career Hub](#)
- ✓ Informative Member Eblasts
- ✓ Access to [Consultants & Vendors](#)
- ✓ [Group Mentorship Program](#)
- ✓ [LEAD Certificate Program](#)
- ✓ [NEW Compensation Survey](#)

In addition to all the benefits above, ASOA offers participation in the [Administrator Beginners Circle \(ABC\)](#) for those administrators who have four years of experience or fewer in ophthalmic practice management. This program is specifically tailored for those new to the administrator role and highlights pertinent ASOA resources for immediate use.

I hope you will take the time to consider my request for an ASOA membership. The opportunity for me to learn from other administrators and industry experts makes an investment in ASOA Membership one that will yield rich dividends for our practice.

Sincerely,