

Dear **<name of supervisor>**,

I would like to attend Pittcon in Philadelphia, Pennsylvania, USA, March 18-22, 2023. I am requesting approval for the registration fee and travel expenses to attend this conference and exposition and have itemized costs below.  
  
At Pittcon, I will have the opportunity to attend technical sessions that directly apply to my work, learning about the latest research and developments in my field. Attending Pittcon will also allow me to network with industry experts and forge relationships to expand my scientific resource network. I strongly believe it will help me in the following areas: <**list benefits to your responsibilities**>. In addition, by participating in some of Pittcon’s Networking Sessions, I can give <**your company name**> a voice in developing ideas and solving current issues.

Attending Pittcon will also afford me the opportunity to evaluate and compare instrumentation and services, and see all the latest analytical innovations – first hand - from over 400 exhibiting companies. The Pittcon Exposition will also give me a chance to talk with technical experts regarding <**name any current challenges/problems you may be experiencing in your lab**>.

After reviewing the Pittcon Conference agenda, I have identified the following events that will both address issues currently important to our company and provide ideas about how we can improve our processes:  
< **Insert titles and descriptions of courses and working groups.**>  
  
The full conference fee is only **$500**, and is discounted to **$350,** if I register by **February 4, 2023.**  
  
Here is the breakdown of expenses to attend Pittcon:   
Roundtrip Airfare: <**insert cost**>  
Transportation: <**insert cost**>  
Hotel: <**insert cost**>  
Meals: <**insert cost**>  
Conference Registration: <**insert cost**>

Special Events: <**insert cost**>  
The total cost associated with attending Pittcon is: <**insert total cost**>  
  
Thank you for considering this valuable opportunity for me to develop contacts and gain knowledge that will prove a vital investment for <**name of your company**>.

Sincerely,

<**insert your signature**>

<**insert your printed name**>