<<Date>>

Dear <<Name>>,

I am requesting approval to attend the 8th Annual Mass Spectrometry and Separation Sciences for Lab Medicine Conference, October 4 – October 5, 2018, in Philadelphia, PA.

The meeting’s keynote speakers on personalized/precision medicine are some of the most admired in the industry today, and ensuing sessions provide an outstanding opportunity for me to learn from experts on the practical maintenance and innovative uses of clinical mass spectrometry.

A few sessions I think will be most beneficial are [[find sessions here](https://www.aacc.org/store/conferences/11700/mass-spectrometry-and-separation-sciences-for-laboratory-medicine--8th-annual-conference)]. These sessions will introduce new ideas and approaches to broaden my scope of knowledge and will help me perform at a higher level.

In addition, as an attendee I’ll have an opportunity to attend an off-site lab tour and workshop in Philadelphia the day prior to the conference at no cost. The lab tours and workshops are offered on October 3rd will allow me to see first-hand how laboratories optimize this technology.

There will also be an opportunity for me to hear from a select group of exhibitors who will showcase mass spectrometry technology and services and address questions about their offerings. I can speak to these company representatives about products or solutions needed in our lab to help make recommendations. I’ll also be able to network with my peers from other institutions to learn and share best practices.

Here’s a breakdown of my approximate conference costs:

Airfare:

Transportation:

Hotel:

Meals:

Conference registration fee:

Total conference cost:

When I return from the 8th Annual Mass Spectrometry and Separation Sciences for Lab Medicine Conference, I will have increased my knowledge of many aspects of clinical mass spectrometry applications, making me a more well-rounded [job title].

Thank you for your consideration.

Regards,

<<Signature>>