[Today's Date]

[Your Supervisor's Name]  
[Your Supervisor's Title]  
[Your Employer's Name]  
[Your Employer's Address]

Dear [Your Supervisor's Name],

I am requesting approval to attend the NZACRes 2016 Annual Conference & Exhibition, taking place 18-19 August 2016 at The Pullman Hotel in Auckland, NZ.

This conference is the annual meeting for the NZ Association of Clinical Research and is the industry's most informative and important event. By attending, I will be provided with the tools I need to develop my knowledge of the industry, work more efficiently, and thus become more cost-effective on the job.

NZACRes anticipates over 200 professionals will attend their 2016 conference to present, learn and network — providing an invaluable forum for coordinators, associates, monitors, auditors, regulators, nurses, physicians and investigators involved in the clinical research industry.

Some of the benefits that I will receive from attending the NZACRes 2016 Conference:

* Educational Sessions uniquely tailored to professionals conducting clinical trials
* Networking Opportunities for peer-to-peer exchange and engagement
* Access to speaker presentations post conference (subject to speaker approval) for continuing education
* Make lasting connections with our industry Association
* Acccess to industry exhibitors

There is simply no replacement for the power of a face-to-face meeting. It's an unmatched opportunity to discover new products from a varied group of exhibitors at once, meet with experts in the field, and receive instant feedback from peers.

Thank you for taking the time to consider my request to attend, as well as the impact that this opportunity will have on my job performance at [Your Employer's Name]. To learn more about the NZACRes 2016 Conference, please visit the conference website at www.nzacres2016.org.nz.

Sincerely,

[Your Name]