

[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 2017 Annual Conference & Exhibition, taking place 17-18 August 2017 at The Pullman Hotel in Auckland, New Zealand.

This conference is the annual meeting for the New Zealand 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 2017 conference to present, learn and network - providing an invaluable forum for co-ordinators, 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 2017 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
* Access 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 2017 Conference, please visit the conference website at [www.nzacres2017.org.nz](http://www.nzacres2017.org.nz).

Sincerely,

[Your Name]