Dear [Immediate Supervisor/Board],

I am writing to ask for approval to attend the Society of Cosmetic Chemists’ 72nd **Annual Scientific Meeting & Technology Showcase** - the premier industry event for cutting-edge cosmetic science education, professional development, and vendor connections. The event is December 11-12, 2018 at the Sheraton New York Times Square Hotel.

My participation is critical to bringing new ideas and fresh approaches to our organization, and at a total cost of $XXX, it is the most cost-efficient and effective way to gain a competitive edge in the market. Registration includes 10+ Technical Education Sessions totaling more than 15 hours of interactive educational experiences and 60+ presentations from vendor resources.

I’ll be among 1,100+ other industry professionals from R&D professionals to academia and regulatory professionals to suppliers, who will gather to learn from experts and innovators about anticipated trends in cosmetic science, changes in regulations, and application of the latest technologies.

In particular, I plan to attend the following sessions to strengthen my professional development:

1. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)
2. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)
3. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)

The following are exhibitors and colleagues who will also be in attendance and who I plan to speak with. I strongly believe that meeting them face-to-face will help me to build on this relationship which I can leverage across the projects I am running this year:

1. Name of Technology Showcase Presenter or colleague
2. Name of Technology Showcase Presenter or colleague
3. Name of Technology Showcase Presenter or colleague

The projected investment for attending the 72nd Annual Scientific Meeting & Technology Showcase is:

Registration Fee\* $ xx.xx

Hotel $ xx.xx

Airfare $ xx.xx

Miscellaneous (meals/taxi) $ xx.xx

*\*The Registration Fee includes Breakfast and Lunch during the 2-day event*

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. Upon returning, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval of this request and will participate fully to ensure the company gets the maximum return on investment from this event.

[Your Name]