**<Date>**

Dear **<supervisor's name>**,

I would like to attend the American Society for Parenteral and Enteral Nutrition’s (ASPEN) Nutrition Science and Practice Conference January 22-25, in Las Vegas, NV. The conference will both enable me to attend a number of education sessions that are directly applicable to my work and network with a variety of clinical nutrition experts and colleagues from around the world. Many of the presentations are tailored to the **<Insert your primary function here>** and give information on how to **<insert benefits/lessons here, for example: provide treatment and care for patients>**. I am seeking support for the registration fee, travel, and lodging expenses for the conference. A detailed cost breakdown is included below.

After reviewing the conference program, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our patient care. The presentations are facilitated by industry experts who have either faced similar challenges or who are actively researching the pressing issues we deal with every day. I chose each presentation because it directly relates to an issue we currently face. Getting the information in a seminar format will greatly reduce the time and costs that **<your institution's name>** would normally incur in researching the topics. Incidentally, I have listed some of the many seminars that I will attend.

**<Insert the session descriptions which most apply to your responsibilities.>**

**<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>**

The full price conference fee is **<$xxxx>**, but can be reduced $100 by registering before the **<early bird or advance registration>** deadline.

**<You will need to insert your travel cost numbers here>**

Here is the breakdown of conference costs:

Roundtrip Airfare: **<$xxxx>**

Transportation: **<$xxxx>**

Hotel: **<$xxxx>**

Meals: **<$xxxx>**

Conference Fee: **<$xxxx>**

The total costs associated with attending this conference are: **<$xxxx>.**

The opportunity for me to develop better contacts and gain knowledge in specific areas of **<your area of expertise>** makes my attendance at the ASPEN Nutrition Science and Practice Conference a wise investment, which will yield rich dividends for **<name of your institution>.**

Sincerely,

**<Your name here>**