< ***Date*** >

Dear < ***Supervisor’s Name*** >,

I would like to attend ENDO 2024, June 1-4 in Boston, Massachusetts, USA.

The meeting will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of simulations experts and colleagues from around the world. To focus on specific needs, I can select courses from some of the following topical areas:

Diabetes and Glucose Metabolism

Thyroid   
Neuroendocrinology    
Adrenal   
Bone and Mineral Metabolism    
Reproductive Endocrinology   
Pediatric Endocrinology    
Adipose Tissue, Appetite, and Obesity 

Professionally, I stand to benefit greatly from attending sessions that focus on ***<list benefits to your responsibilities>***.  The meeting will also allow me to gain important knowledge and skills relative to our mission here at ***<name of your organization>***.

This learning comes at a crucial time for our profession as we work to find ways of providing more services with fewer resources.  In addition, this meeting is attended by leaders in our field from across the globe and the networking opportunities are invaluable.

For these reasons and more, I am seeking approval for the registration fee and travel expenses to the meeting.  My estimated total budget would be ***<insert the total from the budget calculator>***.

Thank you for your time and consideration.  I’m confident that you’ll agree that this opportunity to develop professionally and gain knowledge will directly help <***name of organization***> and makes my attendance at ENDO 2024 a wise investment.

Sincerely,

       < ***Your name here*** >