

Letter for Funding Approval

Dear <Insert Manger's Name>

I am looking for approval to attend LABCON2024, considered to be the premier medical laboratory conference in Canada, hosted by the CSMLS. This year, LABCON will take place in St. John's Newfoundland from June 21- 23, 2024.

This conference is an opportunity for me to connect with hundreds of medical laboratory colleagues from across the country. Through networking with other delegates, I'll gain a unique perspective of the medical laboratory profession and the landscape outside of my own workplace.

LABCON2024 is three days of educational keynotes and scientific sessions, which will be presented in innovative formats. There are four concurrent sessions to choose from during each time block, helping me focus on the most valuable information for my career and sessions that address challenges our team has been facing.

On top of all the great conference material, I'll have a chance to meet with product and service providers for the laboratory industry. These vendors will be showcasing their solutions to our everyday laboratory needs. I will return with new ideas on how to be more effective and efficient in our work.

I've taken the liberty to provide you with an estimated of cost for my attendance to LABCON2024.

Airfare/Transportation:	\$<include travel to and from St. John's>
Hotel (## nights)	\$<\$239 per night x number of nights>
Conference Registration	\$<depending on membership type>

LABCON2024 will provide an immediate return on investment where I will be able to put into practice what I've learned and discovered. Upon my return, I will be more than happy to share my key findings with our team, especially those that we can implement into our daily work.

Thank you for considering my request. I am highly motivated by this opportunity, and hope you agree that it promises a meaningful return on investment. I will touch base with you next week to further discuss the possibility of my participation.

Sincerely,

<insert your signature>

<your name & title>