**2017 ISPE Annual Meeting & Expo Proposal**

To:

From:

Subject line: 2017 ISPE Annual Meeting & Expo Proposal

The International Society for Pharmaceutical Engineering (ISPE) is having it’s [2017 ISPE Annual Meeting & Expo](http://ispe.org/2017-annual-meeting), 29 October – 1 November in San Diego, California. I would like to request approval to attend this important conference. In the ever-developing pharmaceutical industry, it’s crucial that I take the proactive step to stay current with regulations, technologies, products, and manufacturing methods. At this four-day event, I will have the opportunity to attend a broad spectrum of technical education sessions with solutions-based approaches designed to create robust international supply networks, advance production quality, and prevent drug shortages.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

In addition to 80+ comprehensive education sessions and exhibit hall featuring more than 200 exhibitors showcasing the latest technology, the ISPE Annual Meeting & Expo offers the chance to network and problem-solve with leaders of the pharmaceutical industry and international regulators.

**Here’s an approximate breakdown of conference costs:**

 Airfare: $ xxx

 Transportation (between airport and hotel): $ xx

 Hotel: $ xxx

 Meals: $ xx

 Registration Fee: $ xxx [check for current price]

 **Total: $ X,XXX**

I’ll submit a post-conference report that will include major takeaways and the new ideas that were presented at the conference. And, I am willing to share relevant information with co-workers throughout the company.

Thank you for considering this request. I look forward to your reply.

Sincerely,