**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s ***Medical Affairs and Scientific Communications Forum*** held on April 17-19, 2023 in Anaheim, CA. This conference will connect me with regulatory and medical affairs leaders from all around the world to explore problem-solving strategies in today’s global context.

This in-person event will allow direct connection with a multidisciplinary group of inspiring leaders and professionals engaged in regulatory compliance, medical science, digital communications, and beyond.

I’ll be able to expand my knowledge with the benefit of global perspectives, case study workshops, and interactive discussion sessions. I also look forward to the face-to-face networking opportunities with industry experts and professionals to further expand my growth and learning.

I am seeking your support in attending this conference. The registration fees are estimated below:

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Standard Rates beginning 3/18/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1200 | $1550 |
| Government (Full Time) | $1200 | $1550 |
| Industry | $2155 | $2505 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***Medical Affairs and Scientific Communications Forum***, I will be able to further develop my skills, knowledge, and network to benefit my career, colleagues, and **<insert name of your organization here>**.

Sincerely,