**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s ***Latin America Annual Meeting*** held virtually on March 6-8. This conference will allow me to explore problem-solving strategies as it relates to the Latin America and Caribbean regions across three important tracks and functional areas: Pharmacovigilance, Clinical, and Regulatory.

This virtual event offers direct interaction with a multidisciplinary group of inspiring life sciences leaders, regulators, and professionals all engaged in activities specific to Latin America and the Caribbean. The program has many speakers from regulatory agencies including World Health Organization (WHO), ANVISA, Pan American Health Organization (PAHO), Instituto de Salud Pública de Chile, National Directorate of Medicines, El Salvador, Ministry of Health of Costa Rica, Caribbean Public Health Agency (CARPHA), Health Canada and more.

**A few key goals and offerings of this virtual event are to:**

* Convene Latin America regulators and life sciences R&D stakeholders in a neutral environment to discuss challenges, updates, priorities, innovation, and plans for the future.
* Discuss the importance of strong regulatory systems amongst stakeholders to ensure access to safe and effective medicines in Latin America.
* Debate the ongoing efforts to drive regulatory reliance in the Latin America region.
* Convene stakeholders involved in regulatory, clinical and pharmacovigilance functional areas in Latin America to discuss the best practices and lessons learned within their own company or organization.

I’ll be able to expand my knowledge with the benefit of gaining perspectives specific to Latin America and the Caribbean, obtain best practices and lessons learned through use cases to take back to my own organization to share, and participate in interactive and compelling discussions. I also look forward to the virtual networking opportunities with industry experts, regulators, and professionals to further expand my growth and learning. **I will also receive access to the live event, as well as access to on demand recording for 2 months post event!**

I am seeking your support in attending this conference. And right now, there is a 50% discount available on registration pricing. The registration fees are estimated below:

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **50% Off Rates – Available until February 20** | Member Rate | Non-Member Rate |
| Academic/Charitable/Non-Profit (Full Time) | $560 | $730 |
| Government (Full Time) | $460 | $630 |
| Industry | $780 | $955 |

Student Rate: $250

Patient/Patient Advocate Rate: $250

Thank you for taking the time to review this proposal. By attending the ***Latin America Annual Meeting***, 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,