**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the virtual ***Advertising and Promotion Regulatory Affairs Conference*** on February 23-24, 2023. This conference will connect me with regulatory and biopharma leaders and advertising professionals from all around the world to explore strategies in today’s global context.

I’ll be able to expand my knowledge with the benefit of global perspectives, regulatory insights, 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**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 12/29/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $785 | $1135 |
| Government (Full Time) | $785 | $1135 |
| Industry | $1545 | $1895 |
| **Advance Rates Through 1/26/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $910 | $1260 |
| Government (Full Time) | $910 | $1260 |
| Industry | $1670 | $2020 |
| **Standard Rates Beginning 1/27/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1210 | $1560 |
| Government (Full Time) | $1210 | $1560 |
| Industry | $1970 | $2320 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***Advertising and Promotion Regulatory Affairs Conference***, 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,