Dear [Department Chair/Supervisor],

I am writing to request approval to attend the 2018 MindWare Technologies Heart Rate Variability Seminar and Workshop. I believe my participation at the seminar will advance my research and provide opportunities for professional growth and development, ultimately helping to enhance our institution’s standing within the scientific community.

The 2018 seminar is taking place June 9th and 10th at the Embassy Suites in Columbus, Ohio. The host this year is Gary Berntson, an acclaimed researcher in the field. The seminar starts off with a rigorous curriculum based on the science surrounding heart rate variability, with the next day being a hands-on procedures and analysis training.

My projected costs for attending the 2018 HRV Seminar are:

|  |  |
| --- | --- |
| Registration Fee | $330 |
| Hotel | $163.33 |
| Airfare | $XXX |
| Miscellaneous (Meals, Taxi, Etc.) | $XXX |
| **Total** | $XXX |

This investment of financial resources and my time at the seminar will help enhance my research and professional knowledge. It will also broaden my network of contacts that share our research interests. I would be happy to present key takeaways from the seminar to you and our fellow colleagues upon my return.

I appreciate your consideration of my request and look forward to receiving your approval.

All the best,

[Your Name]