Dear [Department Chair/Supervisor],

I am writing to request approval to attend the 2018 MindWare Technologies Impedance Cardiography 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 September 8th and 9th at the Embassy Suites in Columbus, Ohio. The host this year is Greg Norman, an acclaimed researcher in the field. The seminar starts off with a rigorous curriculum based on the science surrounding impedance cardiography, with the next day being a hands-on procedures and analysis training.

My projected costs for attending the 2018 Impedance 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]