**Subject:** Request for Approval to Attend the ABSA International Biosafety and Biosecurity Conference

Dear [Supervisor’s Name],

I am writing to request approval to attend the **ABSA International 68th Annual Biosafety and Biosecurity Conference**, taking place October 24–29, 2025, in Raleigh, North Carolina. This leading event in the biosafety and biosecurity field offers an unparalleled opportunity for professional development through hands-on workshops, in-depth scientific sessions, and peer-to-peer learning experiences.

The 2025 conference will emphasize practical training, emerging trends, and advanced biosafety practices that are directly relevant to our work. With interactive sessions, professional development learning experiences, and networking events with over 600 biosafety professionals, the program is designed to enhance both technical expertise and strategic insight.

Attending this conference will allow me to:

1. **Strengthen our biosafety program** by gaining up-to-date knowledge on risk assessment, containment technologies, and current regulatory trends.
2. **Enhance compliance and safety culture** by learning proven strategies from experts and institutions facing similar challenges.
3. **Bring back value to our team** by sharing key takeaways and implementing new tools and methodologies that support our biosafety objectives.

Upon my return, I will prepare a summary report and host a debrief session to share best practices, session highlights, and actionable insights with the broader team—ensuring the entire organization benefits from this investment.

**Estimated cost for attendance:**

* Conference Registration: $XXX
* Transportation: $XXX
* Hotel Accommodations: $XXX
* Meals and Incidentals: $XXX  
  **Total Estimated Investment: $XXX**

Please note: Early registration discounts expire on September 1, so early approval would help reduce overall costs.

I welcome the opportunity to discuss this further and answer any questions. I am confident that my participation in the ABSA conference will directly support our commitment to biosafety excellence and continuous improvement.

Sincerely,  
[Your Name]  
[Your Title]