

[Date]

Dear [NAME],

I am writing to request your approval to attend the **CLSI Meetings** in [Location] from [insert dates]. These meetings are an important forum for advancing the work of the committees and working groups that develop new and updated laboratory standards.

Clinical and Laboratory Standards Institute (CLSI) is recognized as the leader in developing global consensus standards and best practices for clinical laboratory medicine. By attending these meetings, I will gain access to foremost experts in industry, government, and healthcare professions; learn about new developments and advances in the field; and, participate in the development of the standards and guidelines that affect the work we do every day. I'm excited for the opportunity to come back and apply what I learn [If appropriate, add specific details, e.g., "... to projects we're currently working on, such as xyz"].

Following is an estimate of the cost to attend the meetings.

- Airfare/Travel: [INSERT COST]
- Hotel: [INSERT COST]
- Miscellaneous Travel / Per Diem: [INSERT COST]
- Event Registration: [INSERT COST]

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- TOTAL: [CALCULATE COST]

More information about these meetings can be found at [clsi.org/meetings](https://clsi.org/meetings).

Thank you for taking the time to review this request. I look forward to talking to you more about it soon!

Sincerely,

[NAME]