Dear {Supervisor’s Name},

**I would like to request approval to attend** the American Society for Clinical Pharmacology & Therapeutics (ASCPT) 2025 Annual Meeting, May 28-31, in Washington, DC.

This annual event, anticipating nearly 1,000 attendees in 2025, showcases the latest innovations in drug development, emerging drug research, patient-focused care, and clinical care decisions. It is one of the most comprehensive opportunities for clinical pharmacology and translational science professionals to interact.

The ASCPT 2025 Annual Meeting will allow me to learn from the best and connect me with professional colleagues to advance our organization’s ongoing initiatives.

To learn more about the conference, visit <https://www.ascpt.org/Meetings/Annual-Meeting>

Here is an estimated cost breakdown:

Registration: {$xxxx}

Airfare: {$xxxx}

Ground transportation: {$xxxx}

Hotel: {$xxxx}

Meals: {$xxxx}

*Breakfasts and lunches are provided on Thursday and Friday.*

Total cost: {$xxxx}

**The Early Bird registration deadline for ASCPT 2025 is Thursday, January 23, and I can save more than $100 off the price of registration.**

The opportunity to develop contacts and gain knowledge in specific areas of clinical pharmacology and translational science makes attending the ASCPT 2025 Annual Meeting a smart investment— one that will yield dividends throughout the year for {employer}.

Sincerely,

{Your Name}