

[Date]

Dear **[Supervisor's Name]**,

I hope this email finds you well. I am writing to request your support for my attendance at Plant Health 2024, the annual meeting of the American Phytopathological Society (APS), scheduled to take place from July 27-30, 2024, in Memphis, TN. This premier event brings together over 1,100 plant scientists from diverse backgrounds specializing in various areas fostering collaboration on crucial agricultural, food safety, and food security issues.

Having reviewed the program, I have identified specific scientific sessions and research presentations that align with my responsibilities. These sessions, facilitated by industry experts, will provide insights and strategies that can be directly applied to our work, ultimately benefiting **[your organization's name]**.

I am seeking sponsorship for the associated travel expenses, and I have provided a detailed cost breakdown below for your consideration.

Breakdown of Plant Health 2024 Costs:

Registration: <\$xxx>

Roundtrip Airfare: <\$xxx>

Transportation: <\$xxx>

Hotel: <\$xxx>

Meals: <\$xxx>

Total Costs: <\$xxxx>

Attending Plant Health 2024 will not only enhance my professional development but will also contribute to **[your organization's name]** by reducing research time and costs associated with staying informed about the latest developments in **[your profession]**. The experience gained during the over 20 hours of designated networking time will further foster connections and collaborations that can benefit our team.

I am confident that my participation in this conference will be a valuable investment for **[your organization's name]**. Thank you for considering my request, and I look forward to the possibility of representing **[your organization]** at Plant Health 2024.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]