January 30, 2021

RE: AIChE Spring Meeting and Global Congress on Process Safety

Dear [Supervisor’s name],

I am writing to express my interest in attending the upcoming [AIChE Virtual Spring Meeting and Global Congress on Process Safety](https://www.aiche.org/spring). I am confident that attending this conference will provide me with valuable knowledge and important contacts within the chemical engineering profession and will open new doors and opportunities for our organization.

The AIChE Spring Meeting is the year’s key technical conference for practicing chemical engineers. A wide range of subjects relevant to the current needs of industry is covered, including sessions on Fuels and Petrochemicals, Distillation, and Industry 4.0. Plus, the Global Congress on Process Safety covers the critical needs of process safety practitioners more broadly and deeply than any other conference.

This event is the place for chemical engineers involved in key industries including fuels, specialty chemicals, and manufacturing and will add value to my work. Some specific aspects of the technical agenda that are particularly exciting to me include [insert session title, networking events, and other activities you plan to participate in]. Being the [insert job title], it is my goal to attain [insert goals as related to your job responsibilities].

Given that one of our organization’s key goals is to [insert company’s goals], I believe that attending this meeting will contribute to [insert the potential benefits from attending and how they will boost efforts to accomplish company goals].

When the conference has concluded, I plan to deliver a brief presentation on the key takeaways from my experience at the event, including contacts that I gained and the new research and technology displayed in addition to notes from key presentations and conference materials to share with the team.

Thank you for considering support of my attendance at this important event.

Sincerely,

[Your name]

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