[today’s date]

RE: AIChE Virtual Process Development Symposium

Dear [Supervisor’s name],

I am writing to express my interest in attending the upcoming AIChE Virtual Process Development Symposium. 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 Process Development Symposium is a place to exchange wisdom, knowledge, tips, and personal experiences in the development and scale-up of chemical and related processes 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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