[Date]

Dear [supervisor’s name]:

I would like your approval to attend the 2022 [Society of Family Planning Annual Meeting](https://sfp.memberclicks.net/general-information) taking place in Baltimore, MD on December 3-5 with pre-conference activities on December 2.

#SFP2022 will give me numerous opportunities to learn firsthand from leading experts, scholars, clinicians, and partners — representing a broad range of disciplinary and specialty backgrounds and united by a shared interest in advancing science that will lead to more just and equitable abortion and contraception. I will be able to choose from CME/CNE accredited educational sessions with top thought leaders discussing emerging issues on the science and clinical care of abortion and contraception.

I plan to achieve the following objectives: *[List examples below – I plan to bring back information from research studies that affect our work on XXX. I plan to meet with three organizations that we could partner with on XXX.]*

* [Insert your first objective here.]
* [Insert your second objective here.]
* [Insert your third objective here.]

I have identified a number of educational sessions I would like to attend and have listed a few of these below.

* [Insert your first sample session here.]
* [Insert your second sample session here.]
* [Insert your third sample session here.]

Of course, I would be glad to review the scheduled sessions with you to determine those that would provide the greatest benefit for the organization.

Full conference registration pricing can be found [here](https://sfp.memberclicks.net/registration). Below is the breakdown of conference costs: [Insert your estimated travel expenses here.]

* Registration Fee: <$xxx>
* Pre-conference workshop: $40
* Air/Train ticket: <$xxx>
* Ground Transportation: <$xxx>
* Hotel: <$159 per night \* X# of nights needed=>
*Please note, because of security concerns, the conference venue and hotel are not released to attendees until they go through a security vetting. For planning purposes, SFP can share that the BWI airport and Baltimore Penn Station Amtrak stop are the closest to the conference venue.*
* Meals: <$xxx>

SFP Annual Membership Fee: <[see dues here](https://www.societyfp.org/membership/)> *(Members save 20% on registration).* The total costs associated with attending #SFP222 would be: <$xxx>

Again, I believe that the knowledge and professional contacts that I would gain at the Annual Meeting would be invaluable to our organization and that they will help us strengthen our work.

Sincerely,

[Your Name]