[Date]

Dear [supervisor’s name]:

I would like your approval to attend the 2025 [Society of Family Planning Annual Meeting](https://societyfp.org/learning/annual-meeting/) taking place in Pittsburgh, PA on October 25-27 preceded by two days of business meetings, pre-conference workshops, and a welcome reception.

#SFP2025 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. Below is the breakdown of conference costs: [Insert your estimated travel expenses [here](https://societyfp.org/learning/annual-meeting/#registration).]

* Registration Fee: <$xxx>
* Pre-conference workshop: $50
* Air/Train ticket: <$xxx>
* Ground Transportation: <$xxx>
* Hotel: <$229 to $269 per night \* X# of nights needed=>
*Please note, because of security concerns, the conference venue and hotel are not released to attendees until they go through a security vetting. For planning purposes, SFP can share that the Pittsburgh airport is closest to the conference venue.*
* Meals: <$xxx>

SFP Annual Membership Fee: <[see dues here](https://www.societyfp.org/membership/)> *(Members save 20% on registration).* The total costs associated with attending #SFP2025 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]