Dear <*Dean, Director, committee, etc.*>,

I would like to attend the Clinical Laboratory Educators Conference (CLEC) on March 6th – 8th in Atlanta, GA. CLEC is the most impactful annual gathering for faculty, administrators, directors, advisers, and others in medical laboratory education. In addition to offering over 40 educational sessions, the conference includes opportunities to engage with other educators, accrediting and certification agencies, and exhibitors who support educational activities. I know that funding for education and travel is sparse, so I want to explain the many benefits of supporting my attendance at CLEC.

CLEC includes peer-to-peer learning through shared personal experiences and educational sessions designed to give attendees takeaways that can be implemented in their program. The educational sessions include information on new ways to enhance the student learning experience, how to adapt content for new learning methods and delivery systems, innovative teaching techniques, tips on recruiting students, and so much more. There are several sessions that I would attend that are directly applicable to my position, including the following:

* *<list titles from the Program Brochure and potential uses/implementation*

As a CLEC attendee, I will have access to all educational session recordings and handouts for 30 days post-event, allowing me to maximize this investment. I am seeking funding for the <*registration fee and travel expenses*> to the conference.  The total costs for the conference are <*$$*>. The full-price conference fee is *<insert member fee or nonmember fee>* but can be reduced by $50if I register before December 20. The detailed cost breakdown is listed below.

Annual Meeting Registration fee: $

Travel (airfare/mileage): $

Hotel: $

Education is the key to acquiring new skills and knowledge needed to enhance the quality of our program and the experience for our students. My attendance at CLEC will provide many of these benefits to our program. I am grateful for your time and consideration of my request. Any assistance you can provide would be greatly appreciated.

Sincerely,

*<your name>*