Date

Dear [Supervisor’s Name],

I would like to request permission to attend [ACRP 2024](https://2024.acrpnet.org/), the annual conference of the Association of Clinical Research Professionals (ACRP), held from Friday, May 3 – Monday, May 6, in Anaheim, CA. ACRP 2024 is the premier education and networking event for clinical research professionals and will deliver gold-standard education, along with expertise and insights to support my professional development.

There will be more than 70 educational sessions and workshops led by 75+ expert speakers and regulatory officials. The agenda is organized into six unique content journeys to help navigate the most challenging issues facing the clinical research profession today—and into the future.

* Study & Site Management > Learn practical, proven ways to maximize study and site performance.
* Regulatory & Compliance > Hear tips and strategies to mitigate risk and keep studies in compliance.
* Clinical Trial Design > Explore the fundamental considerations for effective clinical trial design.
* Leadership & Professionalism > Get the insights you need to advance your career and grow as a leader.
* Workforce Development > Understand the workforce landscape and gain strategies to build smarter teams.
* Technology & Future Trends > Gain strategies to optimize technology and move your studies into the future.

Attending ACRP 2024 will also give me the opportunity to network with more than 1,400 global clinical research professionals to learn what has been successful in their sites and organizations. Numerous networking events will facilitate learning amongst peers and dedicated time in the Expo Hall will enable me to connect with 100+ leading-edge organizations and suppliers who can help us get better results in clinical research. I’m happy to map out a plan with you in advance so I can gather information and connect with suppliers of interest.

In addition, I will be able to apply the knowledge I gain at ACRP 2024 and share it with colleagues to benefit our institution. I am happy to give a presentation after attending to share what I have learned. I can also create a worksheet that incorporates the key tools, resources, and strategies I discovered at the conference.

While the current economic conditions mean that we must be conscientious of expenses, I believe that attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and deepen my professional interests.

I have broken down the costs for me to attend this conference, which I estimate to be $XXXX.00. For a breakdown, please refer to the worksheet I have completed and included with this letter.

To learn more about ACRP 2024, please visit [2024.acrpnet.org](https://2024.acrpnet.org/).

Thank you for taking the time to review my request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[Your Name]

[Job Title]