



## Email template

---

**Subject:** Approval to attend the CCRA conference

<Insert greeting>

I would like to get your approval to attend the Canadian Cancer Research Conference to be held November 3 to 5, 2019 at the Shaw Centre in Ottawa, Ontario. The conference brings together leaders across disciplines to exchange breakthrough knowledge and developments in cancer research. You can learn more about the conference [here](#).

Between the networking opportunities and the content presented in plenaries, concurrent and rapid-fire sessions, and poster presentations, I will improve my knowledge of <A,B, and C> and learn:

- <Goal 1>
- <Goal 2>
- <Goal 3>

The cost to attend the conference is the registration fee, travel expenses, and accommodation. Discounted registration, hotel and airfare are available until **October 1, 2019**. The earlier I register, the more we will save.

Here is an estimated breakdown of costs:

Conference registration fee: <Insert registration fee here>

Airfare/travel: <Insert cost estimate here>

Hotel: <Insert cost estimate here>

Total costs: <Insert cost estimate here>

On my return, I look forward to sharing new ideas and key takeaways, including those we can apply immediately.

I appreciate you taking the time to review this request, and I look forward to hearing from you.

Thank you,

<Insert signature>