Dear [Name of Person Authorizing Attendance],

I would like to attend the Society of Cosmetic Chemists’ **76th Annual Scientific Meeting & Showcase** — the premier industry event for cutting-edge cosmetic science education, professional development, and vendor connections — December 12-14, 2022, at the JW Marriott LA Live in Los Angeles, CA.

More than 1,000 industry professionals from various disciplines including R&D, regulatory, academia, government, manufacturers, and materials suppliers attend the event. By participating in this event, I will:

* Learn from experts, thought leaders, and innovators about trends in cosmetic science, changes in regulations, and applications of the latest technology.
* Network with peers and vendors which I can leverage across the various projects I am running this year.

After reviewing the scientific program and showcase exhibitors, I have identified numerous technical sessions and vendors/posters which would be of great value to my role in our organization. I plan to attend the following sessions to strengthen my professional development:

1. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)
2. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)
3. (List the session you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.)

The SCC Annual Meeting continues to be the most cost-effective way to gain industry knowledge by providing access to more than **32** (3-day access) OR **16** (1 day access) technical presentations and top notch scientific and leadership keynotes.

The estimated investment for attending the 75th Annual Scientific Meeting & Showcase is:

Registration Fee $ xx.xx

Hotel ($324/night + taxes) $ xx.xx

Transportation $ xx.xx

Miscellaneous (meals/other) $ xx.xx

***TOTAL $XXX.XX***

Supporting my attendance will pay off in more efficient practices, proven solutions, new insights, and ideas. Post-meeting, I will provide a summary of key takeaways and recommendations.

I would appreciate your approval of this opportunity and will participate fully to ensure the company will continue to yield dividends long after the conference is over.

Sincerely,

[Your Name]