



Dear

I'd like to submit for your approval this request to attend the Food Safety Summit in Rosemont, IL this May 4 – 7. This event, focused on providing real, practical solutions for food safety professionals, has assembled an all-star lineup of leading experts from key areas important to food safety professionals including manufacturing, food service, regulatory, academia, retail, and distribution.

Because food safety is constantly adapting and evolving, it's crucial for my continued job performance that I stay ahead of trends and remain apprised of new developments. At the Food Safety Summit I can learn about a range of food safety topics, evaluate the latest tech and solutions, as well as establish a network of like-minded professionals from both private sector and regulatory backgrounds that will prove beneficial in staying apprised of emerging threats and new outbreaks in the future.

Upon my return to the office, I'll provide a summary of my key takeaways and share relevant information with interested personnel throughout the company. In particular, I think attending this conference could be beneficial for the following projects:

Here's an approximate breakdown of costs:

Travel (Airfare, taxi, rideshare, etc.):

Lodging:

Meals (Some meals provided):

Registration Fee:

Total:

With a selection of certificate/certification courses, four educational tracks, ample networking opportunities, and an exhibit hall featuring the latest products and technologies from hundreds of top companies, the Food Safety Summit is a great value and a worthwhile investment in my professional development.

Thank you for your consideration and I look forward to hearing your decision.

Best regards,