**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend *DIA’s 2025 Regulatory Submissions, Information, and Document Management (RSIDM) Forum* on February 3-5, in North Bethesda, MD. By participating in this forum, I can explore a wide array of tracks and focus areas specifically designed to address the challenges and opportunities in building and sustaining successful RSIDM foundations.

The sessions will offer actionable strategies to optimize current processes and procedures, ensuring that our organization remains agile and efficient in a rapidly evolving regulatory landscape. Furthermore, the exposure to innovative technologies and tools will enable us to adopt forward-thinking solutions that enhance operational efficiency and compliance.

This forum also fosters collaboration and networking with industry leaders and peers, creating valuable opportunities to exchange ideas, share experiences, and benchmark against best practices. By attending, I can bring back knowledge and insights that directly contribute to our organization's ability to achieve regulatory excellence and maintain a competitive edge in our field. I also look forward to networking opportunities with industry experts and professionals to further expand my growth and learning.

I am seeking your support in attending this meeting. The registration fees are estimated below:

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates through 12/11/2024** | **Member Rate** | **Non-Member Rate** |
| Academic/Charitable/Non-Profit (Full Time) | $810 | $1160 |
| Government (Full Time) | $810 | $1160 |
| Industry | $1770 | $2120 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the *2025 Regulatory Submissions, Information, and Document Management Forum*, I will be able to further develop my skills, knowledge, and network to benefit my career, colleagues, and **<insert name of your organization here>**.

Sincerely,