**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend *DIA’s 2025 Global Labeling Conference* on April 7-8, in Arlington, Virginia. This conference brings together medical product labeling professionals to address the challenges of developing and managing clear, accurate, and compliant labeling information for prescription drugs, biologics, and medical devices. As digital technology, patient needs, and regulatory landscapes evolve, this conference provides a platform for industry and regulatory experts to share knowledge, best practices, and tools for creating effective labeling that meets the needs of patients, providers, and payers worldwide.

I’ll be able to expand my knowledge with insights into hot topics impacting labeling professions in life sciences research and development and hear from global regulators on regulatory plans, priorities, and updates to incorporate into my everyday work and processes. I also look forward to the 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 2/10/2025** | **Member Rate** | **Non-Member Rate** |
| Academic/Charitable/Non-Profit (Full Time) | $715 | $1065 |
| Government (Full Time) | $715 | $1065 |
| Industry | $1535 | $1885 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the *2025 Global Labeling Conference*, 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,