Dear <approver’s name>,

I would like to participate in the Society of Environmental Toxicology and Chemistry (SETAC) North America 46th Annual Meeting, which will be held from 16–20 November 2025 in Portland, Oregon, United States.

SETAC is a not-for-profit, global professional association for environmental professionals. SETAC's main objective is to advance environmental science and management. SETAC advances its mission through meetings and workshops, collaborations and publications programs.

The meeting program is packed with presentations, plenaries, mixers, exhibitors and networking events over four days. A total of 80 oral platform sessions are expected and daily poster sessions, including over 1,000 total presentations. The meeting is a unique opportunity for me not only to update my knowledge on the latest developments in environmental science and management but also to get in contact with other people from various sectors (academia, business, government and non-governmental organizations) who are involved in the field. This opportunity will benefit my career development but will also surely reflect on <organization> and I am confident that the skills that I gain will be directly applicable to my work.

Presentation topics at the meeting range from <list relative topic> to <list another relative topic>. After carefully reviewing the meeting program, I have identified some key sessions that I would like to attend:

* Session 1 and how it will benefit you, your department, and your company
* Session 2 and how it will benefit you, your department, and your company
* Session 3 and how it will benefit you, your department, and your company

I have only listed some of the sessions I will attend for brevity.

I am intrigued by plenary speaker <insert plenary name>, and I believe their talk on <list plenary topic> will benefit my research by <explain>.

During the meeting, I will collaborate with <list collaborators> on <state your reasoning and the value of face-tto-face integration with them>.

To attend the meeting and gain these benefits, I am seeking sponsorship of <total amount you need> for the following expenses:

* Registration: <$xxxx>
* Transportation (Airfare and ground): <$xxxx>
* Hotel: <$xxxx>
* Meals: <$xxxx>

The opportunity to develop a network of colleagues and gain knowledge in specific areas makes my participation at #SETACPortland a wise investment. Please let me know if you have any questions or need more information.

Sincerely,

< your name here >