**ASPEN25 Justification Toolkit: Sample Email for Requesting Approval**

**<Date>**

Dear **<Supervisor's Name>**,

I would like to attend the ASPEN 2025 Nutrition Science & Practice Conference in Columbus, Ohio, March 22–25, 2025. It’s where nutrition professionals and researchers gather to explore and tackle challenges, connect with nutrition experts, thought leaders, and peers, and learn about evidence-based best practices and cutting-edge research.

I have identified sessions in the program that will help me gain the knowledge to solve some of the challenges we currently face. Conference sessions are facilitated by experts who have encountered similar difficulties or are actively researching the pressing issues we deal with every day.

* **<Insert a session title/description which most applies to your role and responsibilities>**
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I can take advantage of the product expo and special discipline- and practice-specific forums offered only to those who attend ASPEN25 in person. I will return from the conferencewith new research and best practices to share with my team and others at **<name of your institution>**.

The conference fee is **<$xxxx>**.I can take advantage of the early registration discount of **<$xxxx>** if I register before **<month day, 202x>**.

I have attached information on the benefits and anticipated costs of attending the ASPEN 2025 Nutrition Science & Practice Conference.

Thank you for considering my request.

Sincerely,

**<Your Name>**

**<Your Title>**