Subject: Sponsorship Request for the ATS 2020 International Conference

<Date>

Dear <Supervisor’s Name>:

For health care professionals, staying ahead of the latest advances in science, research, and technology is critical. The American Thoracic Society International Conference is the home of pulmonary, critical care, and sleep professionals, from those in the earliest stages of their careers to seasoned professionals whose research or strides in clinical care has gained them international recognition. I am requesting sponsorship for the ATS 2020 International Conference registration fee, travel expenses to and from the conference, and housing during the conference; I have provided a detailed cost breakdown below.

**About the ATS 2020 International Conference**
The [ATS 2020 International Conference](https://conference.thoracic.org) will take place May 15–20, in Philadelphia, Pa. Now entering its 116th year, the conference hosts approximately 14,000 pulmonary, critical care, and sleep professionals from around the world to explore groundbreaking research, the latest clinical developments, and cutting-edge science. The conference offers a unique opportunity to connect, engage, and collaborate with colleagues from diverse backgrounds, regions, specialties, career levels, and workplace settings who, together, are helping to shape the future of pulmonary, critical care, and sleep medicine.

ATS 2020 will feature more than 500 sessions, 800 speakers, and 6,500 scientific abstracts, and the Exhibit Hall will offer a wide array of opportunities to expand attendees’ horizons — from guru bars, to industry theatres, to exhibitor booths.

**My Conference Plan**Having reviewed the ATS 2020 International Conference program, I have identified several sessions and networking events I believe will provide me with proven and actionable insights, tools, and solutions I can share with my colleagues here at <your institution’s name> and implement immediately upon my return, including:

* <Example 1>
	+ <A brief summary of how the takeaways from this session/event will benefit your institution.>
* <Example 2>
	+ <A brief summary of how the takeaways from this session/event will benefit your institution.>
* <Example 3>
	+ <A brief summary of how the takeaways from this session/event will benefit your institution.>

Additionally, I have identified the following presenters I’d like to connect with at the conference, as well as topics on which I’d like to engage them:

* <Presenter Name and Title>
	+ <Topics on which you’d like to engage this presenter. Consider those that might be applicable to your institution.>
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	+ <Topics on which you’d like to engage this presenter. Consider those that might be applicable to your institution.>
* <Presenter Name and Title>
	+ <Topics on which you’d like to engage this presenter. Consider those that might be applicable to your institution.>

**Anticipated Conference Expenses**The cost to attend ATS 2020 will include the following:

* **Airfare:** <$XXXX>
* **Ground Transportation:** <$XXXX>
* **Hotel:** <$XXXX>
* **Conference Registration:** <$XXXX> (Attendees receive the greatest savings when they register by March 12; after that, the price increases.)
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**TOTAL:** <$XXXX>

The ATS 2020 International Conference offers unparalleled learning and networking opportunities, with direct access to the most renowned experts and thought leaders in the world. The takeaways from this conference have the potential to accelerate <your institution’s name> efforts to <insert your institution’s goals/initiatives> and <insert your institution’s goals/initiatives>.

Thank you for your consideration; I hope we can discuss soon!

Best regards,

<Your Name/Signature>