

Subject line if sending as an email:
Attending the ADA's 85th Scientific Sessions

Dear [Recipient's Name],

I am writing to request approval for my attendance at the [85th Scientific Sessions](#) of the American Diabetes Association® (ADA), scheduled to take place from June 20–23 at the McCormick Place Convention Center in Chicago, Illinois.

The ADA's Scientific Sessions is renowned as the global premier diabetes conference, providing a platform to delve into the latest advancements in diabetes research, prevention, and care. My attendance is integral to staying current with cutting-edge developments in diabetes care and an opportunity to earn CME/CE credits. This will help ensure our organization remains at the forefront of innovative, expert-led practices.

Last year's conference featured over 130 speaker presentations and 1,400 e-posters. The 2025 meeting promises an even more impactful experience.

- **Robust program:** The conference boasts a diverse program covering cutting-edge research, innovative treatment practices, and professional development courses tailored to enhance my skills and contribute to our organization's goals.
- **Educational content:** The conference caters to professionals at all career stages, offering a variety of sessions beneficial for both seasoned experts and early career professionals.
- **Health equity track:** The new health equity track aligns with our commitment to inclusive health care. Participating in discussions and actionable steps for eliminating health disparities will greatly benefit our organization's initiatives.
- **Networking opportunities:** Engaging with peers and leading diabetes experts during networking sessions will expand my professional connections and provide valuable insights.

Upon approval, I plan to attend sessions focused on [\[specify the types of sessions/tracks you would like to attend\]](#)

Additionally, if I register before March 7, we can benefit from the early bird discount. Here's a link to the [registration page](#) for more information about pricing and potential discounts.

Thank you for considering this opportunity. I am eager to bring back valuable insights and contribute even more effectively to our organization's goals through what I learn at the ADA's 85th Scientific Sessions.

Sincerely,
[Your Name]
[Your Position]