<Date>

<Supervisor’s Name>

<Organization>

<Address 1>

<Address 2>

<Address 3>

Dear **<**Supervisor’s Name**>:**

I am interested in attending the ASBMR 2019 Annual Meeting, taking place from September 20-23, 2019, at the Orange County Convention Center in Orlando, Florida, USA. The ASBMR Annual Meeting is the premier event in the bone, mineral and musculoskeletal research field, featuring sessions that highlight the latest discoveries. . By attending the meeting, I will have the opportunity to earn up to 29.5 AMA PRA Category 1 credits.

I am seeking**<Organization’s Name>** sponsorship for the registration fee, travel, onsite lodging and meal expenses during the meeting. The detailed cost breakdown, including travel and other expenses are listed below.

**Airfare:** <add flight expenses to Orlando International Airport (MCO)>

**Transportation:**  <add estimated cab expenses to and from the airport (approximately $55)>

**Hotel:**  <add estimated cab expenses to and from the airport (approximately $55)>

**Meals:** <add meal estimate, average $35 per day>

**ASBMR registration fee: :** <$265- $1,025 depending on membership status, timing, and additional meetings/fees. For more detail on registration fees, refer to<http://www.asbmr2019.org>**>**

**Total estimated conference cost: <Insert sum of amounts noted above>**

The presentations at the ASBMR 2019 Annual Meeting will cover a wide range of topics, and I plan to customize my agenda to focus on **<**name specific topics/sessions you are interested in>. In addition, the ASBMR Annual Meeting will offer numerous opportunities to connect with the world’s leading researchers presenting the latest advances in treatment, research and technology.

Following the ASBMR 2019 Annual Meeting, I plan to submit a report that will include a summary, major takeaway concepts, techniques or tips and action items for each of the sessions that I attended. In addition, I will share what I learned with others within the **<**lab/university/hospital/practice>.

I look forward to your reply. For more information about the ASBMR 2019 Annual Meeting, you can visit <http://www.asbmr2019.org>.

Sincerely,

<Your Name>