**IFT FIRST Student Professional Development Request**

**July 13-16, 2025**

**McCormick Place | Chicago**

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**Request Letter**

[Date]

Re: Attending IFT FIRST Annual Event and Expo

Dear [Department Head/Professor's Name]:

I am requesting approval to attend [IFT FIRST](http://iftevent.org/) – where **F**ood **I**mproved by **R**esearch, **S**cience and **T**echnology drives innovation and results – in Chicago, July 13-16. This premier food science event brings together 16,000+ professionals from 90+ countries to shape the future of food.

Specifically, I plan to attend [insert specific sessions] which align with our organization's goal of [insert goal]. The knowledge and connections gained will directly benefit [organization name] by [specific benefit/application]. The cost of the event is [registration cost], plus travel expenses.

Key opportunities include:

* Scientific sessions focused on [your area of interest]
* Networking with global food science professionals
* Direct application to my work at [organization name]
* Engaging with 1,000+ exhibitors from the food science and technology community

Upon my return from the event, I will be happy to share my key learnings with our team.

Thank you for considering this professional development opportunity.

Sincerely,

[Your name]