[Date]

Re: Attending the Simplified Approach to Shelf Life course

Dear [Supervisor’s Name]:

I am seeking your support to attend IFT’s “[A Simplified Approach to Shelf Life](https://info.ift.org/shelflife-shortcourse)” course, taking place July 15-16 in Chicago, in conjunction with the IFT FIRST: Annual Event and Expo. This course is led by top industry experts and will provide me with practical, applicable insights that I’ll be able to apply in the workplace immediately.

This course will dive into the Shelf-Life Simplified Paradigm, which streamlines shelf-life investigations by narrowing the scope to only consider modes of failure applicable for the expected water activity range of the product. This paradigm can greatly help companies better identify a product’s best-by date and conduct shelf-life testing.

I believe the learnings that will come out of my experience will help me to meet both my organizational and professional goals. This year, our organization set out to *[insert company/department goals]* and by attending this course I will work toward these goals faster by *[insert what you will gain from attending and how these efforts connect to the organization’s goals]*.

Below is an approximate breakdown of expenses:

• Course registration: [$xxx]

• Roundtrip airfare: [$xxx]

• Transportation: [$xxx]

• Hotel: [$xxx]

• Meals: [$xxx]

Total cost: [$xxxx]

IFT is known throughout the science of food industry for providing world-class education that allows attendees to maximize their return on learning. Upon returning from the course, I look forward to compiling a brief presentation to share my insights from the event with the rest of the team.

Thank you for your consideration in supporting my attendance at this course.

Sincerely,

[Your name]