

DATE:

Dear

I am writing to request your approval to attend **LABAPALOOZA 2026**, hosted by Quartzzy, **April 13 - 15, 2026** in San Francisco. This event offers an exceptional opportunity to enhance my skills, gain actionable insights, and contribute even more effectively to our organization's success.

The event will feature prominent thought leaders and entrepreneurs offering expert insights into cutting-edge technologies, leadership strategies, and operational best practices for labs. A conference pass includes access to all talks and events, meals, networking opportunities, and exclusive supplier discounts.

I am confident that attending this summit will:

- Equip me with innovative strategies to optimize lab operations
- Inspire new approaches to overcoming challenges and driving efficiency
- Provide tools and insights that I can implement immediately within our team

Key topics to be covered at this conference:

- Safety & Compliance
- Lab Automation
- Scaling Operations
- New Lab Technology and More

Upon my return, I can prepare a summary of key takeaways and actionable strategies to share with our team if you'd like.

Here is the estimated cost for attending Labapalooza:

- Airfare/Travel: \$
- Hotel: \$
- Conference Registration: \$
- **Total:** \$

Click the links for more information about Quartzzy and LABAPALOOZA.

I think this is a worthwhile investment that will help me contribute even more to our lab's success. Thank you for considering my request, and I would be happy to discuss any details further.

Sincerely,