**ACS Essential Workplace Skills for STEM Industry Professionals Attendance Proposal**

Dear,

I’m writing to ask for approval to attend *Essential Workplace Skills for STEM Industry Professionals*, a one-day professional skill-building workshop from the American Chemical Society on Tuesday, August 27, 2019 in San Diego, CA, conveniently co-located with the ACS Fall 2019 National Meeting.

I want to attend this workshop because our company’s success depends on employees possessing both technical excellence *and* other essential, non-technical workplace skills. At this ACS workshop, I will learn how to present data effectively, work more collaboratively across age groups, manage projects, and plan and run efficient and productive meetings.

In particular, I think attending this workshop would directly benefit these projects:

* [add project]
* [add project]
* [add project]

You can learn more about the Essential Workplace Skills for STEM Industry Professionals workshop on [ACS’ website](https://www.acs.org/content/acs/en/meetings/professional-development/essential-workplace-skills-stem-industry-professionals.html?sc=190510_acq_lp_STEMwksp_letter_od).

**Here’s an approximate breakdown of workshop costs:**

Airfare: $ xxx

Transportation & Parking $ xxx

Hotel: $ xxx

Meals (lunch is included with workshop registration): $ xxx

Registration Fee: $ xxx

**Total: $ XXX**

Similar Professional Education courses from the American Chemical Society are typically 5-10x as expensive – this workshop is a great deal because it is a new offering from ACS, specifically designed for chemists and other STEM professionals employed in industry.

When I return from the workshop, I’ll give you a summary of what I learned including major takeaways and new ideas, and I’ll share relevant information with key personnel throughout the company. As a participant, I’ll also have access to all the speaker presentation slides following the event that can also be shared and disseminated.

All said, attending this workshop is a valuable investment for our company. Thank you for considering this request. I look forward to your reply.

Regards,