Dear SUPERVISOR NAME:

I am pleased to report that my abstract was accepted for presentation at the [**TMS 2021 Virtual Annual Meeting & Exhibition**](https://www.tms.org/TMS2021) **(TMS2021 Virtual)** to be held online, March 15-18, 2021. This offers us a valuable opportunity to gain exposure for our organization’s work at a prestigious international meeting and will give me an opportunity to expand my professional network of colleagues. In order to present at TMS2021 Virtual, I must register for the conference by January 25.

This web-based conference will feature four full days of technical programming, a virtual exhibition, and networking events. In total, more than 85 symposia will be presented in 13 technical topics.

The live event runs from Monday, March 15, through Thursday, March 18, and will include opportunities for real-time interaction with speakers and other attendees. Following the close of the conference, I will have continued access to all of the conference’s recorded presentations through May 31, 2021. My registration fee also includes electronic access to the conference proceedings valued at more than $1,200.

TMS2021 Virtual is the latest in a series of annual conferences held by The Minerals, Metals & Materials Society. The in-person meeting typically attracts more than 4,500 minerals, metals, and materials scientists and engineers throughout the world.

Participating in TMS2021 Virtual will give me access to state-of-the art information on my field and provide me with ample resources for education and professional development. It also provides me opportunities to connect and develop working relationships with international colleagues. Because no travel is involved, I will be able to attend at a fraction of the cost of attending an in-person event, while also saving time and offering greater flexibility in attending to my work responsibilities.

Thank you for your consideration and financial support of my attendance of this important technical meeting.

Sincerely,

INSERT YOUR SIGNATURE