Dear SUPERVISOR NAME:

I am pleased to report that my abstract has been accepted for presentation at the [**TMS 2022 Annual Meeting & Exhibition**](https://www.tms.org/TMS2022) **(TMS2022)** to be held February 27–March 3, 2022, in Anaheim, California. Attending TMS2022 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. I would like to request funding to travel to TMS2022 to present my paper.

TMS2022 begins on Sunday, February 27, with a networking reception, followed by four full days of technical programming, a three-day exhibition, and a number of networking and social events. In total, more than 90 symposia will be presented in 14 technical topics. I will also have access to the full programming of three co-located meetings: Diversity in the Minerals, Metals, and Materials Professions 4 (DMMM4); Furnace Tapping 2022; and REWAS 2022.

Following the close of the conference, I will have access to recorded presentations from all participating presenters. My registration fee also includes electronic access to the published conference proceedings.

TMS2022 is the latest in a series of annual conferences held by The Minerals, Metals & Materials Society. The meeting typically attracts more than 4,000 minerals, metals, and materials scientists and engineers from throughout the world.

Participating in TMS2022 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.

In order to receive the best rate on conference attendance, I should register by January 18, 2022. I can also receive a discounted rate on rooms at the Anaheim Marriott, where a number of meeting activities will be taking place, if I book through the TMS2022 website.

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

Sincerely,

INSERT YOUR SIGNATURE