Dear SUPERVISOR NAME:

I am pleased to report that my abstract has been accepted for presentation at the [**TMS 2023 Annual Meeting & Exhibition**](https://www.tms.org/TMS2023) **(TMS2023)** to be held March 19–23, 2023, in San Diego, California. Attending TMS2023 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 TMS2023 to present my research.

TMS2023 begins on Sunday, March 19, with a networking reception, followed by four full days of technical programming, a three-day exhibition, and a selection of networking and social events. In total, more than 95 symposia will be presented in 14 technical topics. My registration fee will also include electronic access to 11 proceedings volumes from the conference.

**[Please include the following paragraph only if you are planning to attend a paid workshop or short course.]**

In addition, four professional development workshops and short courses will be held on Sunday, March 19. I would like to request funding to attend the COURSE/WORKSHOP NAME on Sunday, to make the most of my time and travel to San Diego.

**[End Workshop/Short Course Section]**

TMS2023 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 TMS2023 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.

To receive the best rate on conference attendance, I should register by **January 31, 2023**. I can also receive a discounted rate on rooms at the Hilton San Diego Bayfront, where select conference programming and networking events will take place, if I book through the TMS2023 website. The Hilton is the most convenient hotel to all programming, meetings, and events at TMS2023.

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

Sincerely,

INSERT YOUR SIGNATURE