Dear [Name],

I would like to attend the International Society for Traumatic Stress Studies (ISTSS) 37th Annual Meeting, being held virtually November 2 – 5, 2021. The ISTSS 37th Annual Meeting ‎is a leading international conference for professionals with an interest in the study and treatment of traumatic stress. It will feature cutting-edge work that considers the many contextual factors surrounding who is most at risk for trauma exposure; how people respond to traumatic events; and what methods are most effective to bring about resilience, recovery and growth in trauma survivors. Attending will not only further my professional development but also advance [insert organization name] as a whole. Additional reasons to attend this conference include:

* **Our Field is Rapidly Evolving.** The COVID-19 pandemic has prompted us to rethink how we conceptualize and address traumatic stress. The ISTSS 37th Annual Meeting will help me keep up with this surge in innovation and stay on top of the latest research.
* **Learning from the Leaders in the Field.** Hundreds of international trauma experts will present their research at the ISTSS 37th Annual Meeting. This is a great opportunity to see how they approach challenges and, in turn, apply those insights to our work at [insert your organization name].
* **Global Networking Opportunities.** More than 1,400 people from over 30 countries attended the virtual conference ISTSS held in 2020. This year’s virtual conference offers a unique opportunity to connect with colleagues across the globe.
* **Inspiring Our Team.** I’ll take what I learn from the ISTSS 37th Annual Meeting ‎and share it with our team. I’ll leave the conference with an understanding of how all of us at [insert your organization name] can better incorporate social-ecological and systemic factors like relationships, communities, institutions and cultures into our approach to trauma.

The [schedule linked here](https://istss.org/am21/schedule-at-a-glance) provides a brief overview of the program agenda, with [more detailed session information available here](https://istss.org/abstracts21). Attending the ISTSS 37th Annual Meeting is cost-effective as well; my projected costs for attending are [insert registration fee], with no additional costs required for travel, meals or accommodations.

I hope you will consider my request and grant me approval to attend the ISTSS 37th Annual Meeting. Thank you for your consideration.

Sincerely,

[Your Name]