**Date**

Dear [Supervisor’s Name],

I am writing to request approval to attend Clinical Operations at Sea, hosted by Clinical Research Pro and the Clinical Research Associate Group, from Friday, August 29 to September 3, 2025. This unique conference takes place on the cruise ship Valiant Lady, enabling a more cost-effective experience compared to many land-based events. In addition to reducing overall expenses, Clinical Operations at Sea offers a one-of-a-kind environment that combines high-quality educational sessions, prime networking opportunities, and a focus on the wellbeing of clinical research professionals.

Clinical Operations at Sea provides numerous education sessions worth 15 continuing education credits. Topics include:

* Clinical Research Project Management
* Operationalizing Decentralized Clinical Trials
* Clinical Research Study Budgets
* Sustaining Wellbeing in Clinical Operations
* Personal Branding in the Clinical Research Industry
* Leading High-Performing Teams in Clinical Operations

Additionally, the conference features topic specific networking events to discuss current industry challenges such as Artificial Intelligence in clinical research, Decentralized Clinical Trials, regulatory updates and compliance, and best practices among sites, CROs, sponsors, and service providers.

Attending this event will allow me to expand my professional skill set, gain new insights, and connect with industry experts and peers. These benefits extend beyond the conference as I bring back fresh perspectives, knowledge, and best practices that can enhance our team’s overall performance and our organization’s clinical operations.

I have prepared a cost breakdown for attending the conference, which I estimate to be **$XXXX.00**. A detailed worksheet is attached for your review. For more information about Clinical Operations at Sea, please see the attached agenda.

Thank you for considering my request. I welcome any additional questions or information you may need and appreciate your support in this professional development opportunity.

Sincerely,  
[Your Name]  
[Job Title]