

Dear [Supervisor's Name],

I would like to request approval to attend the 2025 IS-MPMI Congress in Cologne, Germany, from July 13–17, 2025. This prestigious event is the premier global conference on molecular plant-microbe interactions, drawing over 1,000 experts who will share cutting-edge research and practical innovations.

Attending this conference will offer significant benefits to our organization, including:

- **Access to the latest research:** Insights into plant immunity, microbial pathogenesis, biotechnology, and sustainable agriculture.
- **Networking opportunities:** Collaboration with global leaders in our field and potential research partners.
- **Practical skills development:** Targeted workshops on publishing, grant writing, and advanced research techniques.

I have reviewed the estimated costs for attending and have included a breakdown below to help with the budgeting process:

Expense	Estimated Cost (USD)
Conference Registration	\$
Airfare (round trip)	\$
Accommodation (5 nights)	\$
Meals and Incidentals	\$
Local Transportation	\$
Miscellaneous	\$

Total Estimated Cost:

To minimize expenses, I plan to register early, book affordable flights, and secure budget-friendly accommodations. Upon my return, I will share key takeaways and actionable insights with our team to maximize the value of this opportunity.

Thank you for considering my request. I am confident that my participation in this conference will contribute valuable knowledge and long-term benefits to our work.

Sincerely,

[Your Name]

[Job Title/Position]

[Institution/Organization Name]