[Date]

Re: Attending IFT FIRST: Annual Event and Expo

Dear [Department Head/Professor’s Name]:

I am requesting time off to attend [IFT FIRST: Annual Event and Food Expo](https://www.iftevent.org/) in Chicago July 16-19. This event attracts students, innovators, product developers, scientists, academia, company leaders and others from the global science of food community to collaborate on shaping the future of food. By attending, I’ll bring back knowledge and contacts that will greatly benefit [organization name].

This year’s theme is Innovation in a Time of Crisis: Can We Future-Proof the Food System?

IFT FIRST will provide me with opportunities to attend scientific sessions that directly impact my course of study, as well as network with more than 17,000 science of food professionals from over 75 countries. I’ve reviewed the entire program, and I look forward to attending *[insert specific found* [*here*](https://www.iftevent.org/program/science-first-overview)*, and other activities in which you plan on participating]*. I’m especially excited about the Student Food Innovators Program, where students will choose a case study representing key areas of our global food system, then will be organized into teams and challenged to develop solutions using the vast knowledge available through scientific sessions and components of IFT FIRST.

I believe attending the event will help me in the work I do at [organization name], as well as allow me to immerse myself in the field, grow my knowledge base about the issues impacting our food system, and make connections that will support my professional growth and career development

Our organization aims to *[insert organization goals/priorities]* and by attending IFT FIRST I will help to support this goal by [*insert what you will gain from attending and how you’ll bring your knowledge back to the organization.]*

Upon returning from the event, I look forward to compiling a brief presentation to share my learnings with the team.

Thank you for your consideration in supporting my attendance at IFT FIRST.

Sincerely,

[Your name]