Dear <approver’s name>,

I would like to participate in the Society of Environmental Toxicology and Chemistry (SETAC) North America 46th Annual Meeting, which will be held from 16–20 November 2025 in Portland, Oregon, United States.

SETAC is a not-for-profit, global professional association for environmental professionals. SETAC's main objective is to advance environmental science and management. SETAC advances its mission through meetings and workshops, collaborations and publications programs.

SETAC expects over 2,000 participants at the meeting. Typical the SETAC North America Annual Meeting is packed with presentations, plenaries, mixers, exhibitors and networking events over four days. The meeting is the perfect forum for me to present my research and get feedback on my work. The meeting is also a unique opportunity for me not only to update my knowledge on the latest developments in environmental science / environmental toxicology / environmental chemistry but also to connect with other people from various sectors (academia, business, government and non-governmental organizations) who are involved in the field. This opportunity will benefit my career development but will also surely reflect on <organization>.

The meeting tracks are:

* Environmental Toxicology and Stress Response
* Aquatic Toxicology, Ecology and Stress Response
* Wildlife Toxicology, Ecology and Stress Response
* Chemistry and Exposure Assessment
* Environmental Risk Assessment
* Engineering, Remediation and Restoration
* Policy, Management and Communication
* Systems Approaches

After carefully reviewing the call for abstracts, I have identified a session that is very applicable to my work. I would like to submit my abstract entitled: < title > with <names of collaborators> as collaborators to the session <list session title, chairs, their affiliations> in track <track title>.

To present my work, I am requesting your support to submit my abstract. I would like to apply for the student/professional meeting attendance grant when submitting my abstract. If my abstract were to be accepted, I will do my best to curb travel expenses. I plan to carpool/drive/share housing/ stay with family and friends..etc) but may need some support to cover:

The opportunity to present my work in front of experts to get feedback is priceless and makes my participation at #SETACPortland a wise investment for lab/company. Please let me know if you have any questions or need more information.

Sincerely,

< your name here >