

Letter to Manager for Advanced CMOS Technology Seminar Participation

< Date >

< Supervisor's name > ,

I would like to attend the "Advanced CMOS Technology (The 32/22/16 nm Nodes)" Seminar on October 18, 19, & 20, 2010 in Santa Clara California. This seminar is the premier event for learning about the latest developments in CMOS technology and will expose me to state-of-the-art silicon fabrication methodologies. The seminar is three days in length and is taught by world-class experts in the field. Its central focus is the 32 nm node and the technical challenges presented by 22 and 16 nm nodes.

The seminar covers detailed technical information that is directly applicable to my job and will allow me to network with a variety of microelectronics experts and colleagues from around the world. Technical presentations at the Advanced CMOS Technology seminar will provide concrete, take-away tools that I will be able to apply to my work at < **your organization's name** >. The presentations are targeted to the < **your technology area** > professional and give information on how to < **list benefits to your responsibilities** >. I am seeking sponsorship for the registration fee, travel and accommodation expenses for the conference.

After reviewing the seminar presentation topics, I have identified a number of lecture topics that will allow me to gain knowledge and understanding about how we can improve our processes (a brochure describing the topics covered in the seminar is attached). Getting the information in a conference format will greatly reduce the time and costs < **your organization's name** > would normally incur in researching such topics.

The seminar fee is \$1,895.00, and the breakdown of the attendance costs are: Roundtrip Airfare: <\$xxxx>; Transportation: <\$xxxx>; Hotel: <\$xxxx>; Meals: <\$xxxx>. The total costs associated with attending this seminar are an estimated: <\$xxxx>.

The opportunity for me to develop better contacts and gain state-of-the-art knowledge in specific areas of < your profession > makes my attendance at the Advanced CMOS Technology seminar a wise investment that will yield significant dividends for < name of your organization >.

Sincerely,

< your name here >