

Dear [ENTER NAME],

I would like your approval to attend Artel's Pipette Quality Management Certification in [ENTER LOCATION] from [ENTER DATES]. This seminar will focus on best practices in pipetting technique for aqueous and viscous solutions, pipette ergonomics, pipette repair and maintenance, calibration methodologies, regulations and compliance for laboratories like ours, as well as offering guidelines for setting up a Quality Assurance program.

The certification is designed for laboratory personnel who use pipettes daily and need to manage regulatory compliance, improve internal processes for pipette management, and who want to establish an internal pipette quality assurance program. Upon passing the written and practical exams, I'll receive a certificate of proficiency.

All of this is presented by Artel, the world leader in liquid handling quality assurance. You can also click [here](#) to review the syllabus in more detail and see the list of experts who will present the course.

I'll have the opportunity to meet and share experiences with lab professionals from across all industries. Between the content presented in the sessions, hands-on training/personalized coaching, peer-to-peer discussions, and expert talks, I plan to return with actionable, realistic strategies to enhance our lab's pipette quality management program. Additionally, I will be equipped with knowledge and tools to educate other pipette users, ensuring we are obtaining the most accurate and precise results possible.

I've broken down the approximate costs for attending Artel's Pipette Quality Management Certification:

- Airfare/Travel: [\$IF APPLICABLE]
- Hotel: \$390 for three nights (includes breakfast each day)
- Conference Registration: \$2,080
- Total: \$

Artel provides lunch on both days, dinner on the first evening, and transportation to and from the seminar from recommended local hotels.

I truly believe the investment in this training will benefit our laboratory exponentially, so I'd like to get my registration in as soon as possible to secure my place at the seminar.

Thank you for your consideration of this request.

Regards,

[ENTER NAME]