**Approval Request Template for the Food & Dietary Supplement Labeling Workshop**

*Need some support asking your supervisor to attend the Food and Dietary Supplement Labeling Workshop? Customize the message below as talking points or as an email to discuss the event and the benefits of your attendance.*

[Insert Approver’s Name Here],

I’d like your approval to attend the Institute for Food Laws and Regulations’ (IFLR’s) Food and Dietary Supplement Labeling Workshop on March 5-6, 2024. Attending this workshop will benefit our company because it will:

* Give insight into the USDA’s labeling regulations, policies, and enforcement priorities
* Provide clarity regarding new and proposed rules and how to ensure compliance with our products
* Make me more efficient in designing and reviewing labels
* Strengthen my expertise to boost overall company knowledge

The workshop program includes a broad range of educational topics related to food labeling, including the new bioengineering labeling rule, legal trends, and updates from the FDA. The course is taught by IFLR lawyers and experts on labeling and regulatory best practices.

I believe this workshop will benefit our company in the following ways:

* Prevent problems and avoid future regulatory costs and delays
* Help us stay ahead of the competition
* Foster our ability to innovate
* Lead to more efficient employees and teams
* Investing in employees’ knowledge is an investment in the future
* Boosting employee knowledge boosts morale and retention

The Michigan State University Institute for Food Laws and Regulations (IFLR) is a recognized authority in food law and a leader in food law education. Past workshops have sold out and are known for their high quality. More about the workshop is available at [www.iflr.msu.edu/labeling](http://www.iflr.msu.edu/labeling).

An estimate of the cost associated with the event is outlined below:

|  |  |
| --- | --- |
| Registration | $1,395.00 |
| Hotel (2 nights) | $388 (@$189/night) |
| Travel | $ |
| Other | $ |
| Total | $ |

After I return, I would be happy to share my notes on what I learned and ideas for us to consider in our own day-to-day processes.

Please let me know if you have any questions.

Sincerely,