[DATE]

Dear [NAME]:

I would like to request approval to attend SYNChronicity 2021 (SYNC 2021), the National Conference for HIV, HCV, STI, and LGBTQ Health, organized by HealthHIV, HealthHCV, and the National Coalition on LGBT Health. SYNC 2021 will be held virtually September 21 – 22, 2021.

SYNC 2021 offers a unique opportunity to connect with and learn from a diverse range of medical providers, health care workers, government officials, faith and community-based organizations, and others addressing HIV, HCV, STI, and LGBTQ health throughout the United States. The theme for SYNC 2021 is “SYNCing to End the Epidemics” and will feature distinct sessions designed to help participants “SYNC” systems, data, programs, models, interventions, and policies, addressing and creating targeted solutions in this dynamic health care environment.

The conference will commence with a Keynote from Harold Phillips, the new Director for the White House Office of National AIDS Policy. It will also feature six additional plenary sessions with dynamic presentations on several relevant topics, including syncing to end the epidemics through government, science, health departments, philanthropy and initiatives, service providers and through communities. SYNC also will present several breakout sessions on Transgender health, aging with HIV, clinical health, fiscal health, health equity, and preventive health, as well as population-specific tracks including MSM of color, black women, and youth.

The registration fee is very affordable at $90 and access to all sessions (including post conference on-demand access and follow-up materials), the virtual poster hall, and the networking lounge. Participants also may apply for free continuing education credits (CE/CME/CHES) for the entire SYNC 2021 program.

You can visit [www.SYNC2021.org](http://www.sync2021.org/) to review the conference agenda and to obtain all conference related information that will help inform your decision.

Thank you for your consideration.

Sincerely,

[Your Name]