**Approval Request Template - Food Label Seminars**

*Need some support asking your supervisor to attend the Food Label Seminars?*

*Customize the message below as talking points or an email template to*

*introduce the event and the benefits of your attendance!*

[Insert Approver’s Name Here],

I’d like to get your approval to attend Prime Label Consultants’ (PLC) [Food Label Seminars](https://www.primelabel.com/pdfs/2023FoodLabelSeminars.pdf), taking place October 25th-27th. This virtual seminar will provide me with up to 8 sessions of premium regulatory content.

Attending this Seminar will benefit our company because it will equip me with:

* Insight from labeling experts on popular and emerging food label claims
* Best practices from top food lawyers on claim substantiation, enforcement, and risk mitigation

The program includes a range of educational opportunities including sessions on USDA and FDA label claims, legal trends, FDA’s new “Healthy” rule, and emerging food claims. Additional sessions are also presented by lawyers who specialize in labeling and regulatory best practices.

In particular, I would like to focus on the following sessions that relate to my role and our current business needs:

* [Insert Session 1 You Plan to Attend Here]
* [Insert Session 2 You Plan to Attend Here]
* [Insert Session 3 You Plan to Attend Here]

In addition to attending these sessions, I’ll have the opportunity to ask questions of regulatory and policy experts regarding best practices to help our business.

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

| Seminars | $ |
| --- | --- |
| Other Expenses | $ |
| Total | $ |

Upon its completion, I would be happy to share notes on what I learned and ideas for us to consider in our own day-to-day processes.

PLC has a reputation of being a leader in regulatory and nutrition consulting, technology and training. The Food Label Seminar is known as a premier event for food industry professionals involved in food labeling, nutrition, compliance and marketing. [A link to more information about the event is here](https://www.primelabel.com/pdfs/2023FoodLabelSeminars.pdf).

Please let me know if you have any questions.

Sincerely,

[Insert Your Signature]