[DATE]

Dear [NAME]:

I would like to request approval to attend SYNChronicity 2024 (SYNC 2024), the National Conference for HIV, HCV, STI, and LGBTQ Health, organized by HealthHIV, HealthHCV, and the National Coalition on LGBT Health. SYNC 2024 will be held May 29-31, 2024, at the Renaissance Arlington Capital View Hotel.

SYNC 2024 offers a unique opportunity to build relationships with a diverse range of medical providers, health care workers, government officials, faith and community-based organizations, and others addressing HIV, HCV, STI, Harm Reduction, and LGBTQ health throughout the United States. The theme for SYNC 2024 is “A One of a Kind Experience” 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 several pre-conference institutes and trainings providing attendees with relevant training, information, discussion and networking varying in formats. It will also feature four plenary sessions with dynamic presentations on several relevant topics, including: syncing strategies to end the epidemics; syncing financial health with sustainable public health efforts; syncing public and private partnerships; syncing consumers and providers on health equity and access; and, syncing national government agencies on strategy and implementation. SYNC also will present as many as thirty track 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 $350 and includes access to the full conference program, the exhibitors/vendors, as well as covers two (2) breakfasts, two (2) lunches, and free continuing education credits.

You can visit [SYNC2024.org](http://www.sync2020.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]