[Your name]

[Street address]

[City, ST Zip]

[Date]

[Recipient name]

[Title]

[Organization]

[Street address]

[City, ST Zip]

Dear [Insert name of PI or Lab Manager]:

On behalf of my colleagues, I am writing to request the purchase of an automated cell counter for our laboratory. The ongoing cost of purchasing counting slides is no longer necessary, as the Invitrogen™ Countess™ 3 and Countess™ 3 FL Automated Cell Counters have an option for a reusable slide. The elimination of the expense of disposable slides makes the purchase of an automated cell counter more feasible, even on our limited budget.

Using the hemocytometer and microscope to count cells takes a significant amount of time away from other projects. Continuing to count cells manually is having a negative impact on the efficiency of our lab.

Please take the following points into consideration when evaluating this request:

* **Time savings**—the Countess 3 Automated Cell Counter saves the time to find the best lighting, focus, counting and calculating. We can be more efficient with the time spent in the cell culture lab.
* **Accuracy**—numerous articles have been published documenting the improved accuracy of automated cell counting compared to manual cell counting. Adopting an automated cell counter will help ensure that our lab is producing high-quality results.
* **Cost**—the Countess 3 and Countess 3 FL Automated Cell Counters are reasonably priced compared to other automated cell counters, and would be a one-time expense without the ongoing need to purchase slides.

Attached you will find a petition with the signatures of the people in our lab who would prefer to spend their time advancing scientific research, rather than counting cells.

Thank you for considering this request.

Sincerely,

[Your name]

Enclosure