

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™ II FL Automated Cell Counter has 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 output of our lab.

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

- **Time savings:** For every five slides counted on a daily basis, we can save ~10 hours per month by switching to an automated cell counter.
- **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 II FL Automated Cell Counter is reasonably priced compared to other automated cell counters, and is a one-time expense without the ongoing need to purchase slides.

Recipient Name

Date

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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