

<DATE>

Dear <Decision-maker>,

I would like to request funding to attend the 2<sup>nd</sup> Annual National Public Safety UAS Conference, March 5<sup>th</sup> to the 7<sup>th</sup> in Charlottesville, Virginia. This conference is the largest gathering of federal, state and local public safety personnel in the country engaged in the operation of UAS for response and is designed to offer exceptional educational and networking opportunities to increase the effectiveness of any UAS program. The event regularly attracts more than 250 attendees.

At the previous event, conference attendees represent more than 15 states, plus Canada and Europe. This diverse attendee base, technology providers and response practitioners will maximize my opportunities for sharing ideas and solutions to bring home and implement in <Your department name here>.

The conference will include sessions and learning opportunities where I can gather tangible takeaways to bring back home on a variety of topics important to our efforts in UAS implementation, integration and operation.

Outside of the sessions, there will be a multitude of opportunities for me to meet and build relationships with other local, state and federal public safety personnel, staff and experts from all over the country who may serve as key contacts for both present and future UAS goals and program initiatives in <Your department name here>. The opportunity to make valuable connections at this conference is consistently stated by past attendees as one of the greatest assets.

Part of what makes the National Public Safety UAS Conference unique and such a “must attend” event are the many ways is the strong focus on applications, integration and collaboration.

**<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>**

The full price conference fee is \$249.00.

**<You will need to insert your travel cost numbers here>**

Here is the breakdown of conference costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: Provided

Conference Fee: **\$249.00**

The total costs associated with attending this conference are: <\$xxxx>.

With this scope of outstanding educational content and relationship-building opportunities in one place, having representatives from <Your department name here> at the conference will afford our team of leaders access to top strategies and best practices that will help us continue the efforts and development of a robust and effective UAS program in our own community.

If there's any further information I can provide to support my request, please do not hesitate to ask.

Sincerely,

**<Your Name Here>**

