**SAMPLE LETTER**

Dear [Manager],

I’d like to request approval to attend the SmallSat Symposium, the world’s largest business focused SmallSat event, held in Mountain View, California on February 5­-7, 2019.

The event features the world’s most comprehensive showcase of people and companies that can provide solutions for our needs. These suppliers cover ground and space technology, design engineering, automation technology, spectrum optimization, cost saving mechanisms, and much more.

Education on cutting-edge advances in these fields is another benefit of the event. There will be more than 20 hours of sessions including keynote presentations, technology briefings, panel discussions, and fireside chats offering a rare opportunity to enrich my professional development on these highly focused topics. When I return, I can pass on the knowledge and skills that I gain from these sessions to benefit our team and the company overall.

Here are a few other ways my attendance will help the company:

* **Competitive research** — I’ll be directly exposed to key players from other leading companies. This is a chance to see our competition up close and learn new ways to stay ahead in 2019.
* **Comprehensive education** — The Expo and Conference education offers insights on the trends and developments happening now. I will present a full report to the department when I return.
* **Solutions analysis** — I will evaluate and connect with top suppliers to solve our current challenges and inspire new methods for our future projects.
* **Effective networking** — With 1,000+ industry leaders in attendance and 60+ top-level suppliers, I’ll reach a lot of people quickly, forging new relationships for our company.

The expenses I’d incur would be ***[insert based on worksheet entries].***

I believe attending the 2019 SmallSat Symposium would be a valuable experience and would greatly benefit our team. Please let me know if you need any additional information to help make your decision.

Thank you for considering this proposal.

Sincerely,

[My name]