<insert date>

Dear << supervisor's name >>:

I would like to request to attend the SpaceCom 2018 (Space Commerce Conference and Exposition), convening November 27 – 28, at the George R. Brown Convention Center in Houston, TX. This one-of-a-kind, two-day civilian event unites leaders from all the NASA Centers, aerospace, and commercial industries to discuss and see the latest technology and best practices in near and deep space exploration as well as to form private-public relationships with business leaders and investors. It’s a great opportunity to meet key players in the industry and help me learn more about capitalizing on the commercialization of space applications and how they can benefit of [company name].

As a conference program attendee, I gain access to multiple keynote and panel presentations, as well as interactive case study working groups, and roundtable sessions. After reviewing the agenda, I have identified several educational sessions which will allow me to gain knowledge and understanding of how we can improve and advance our organization. The presentations are facilitated by experts currently experiencing benefits from space applications in action. Being able to ask questions and engage the presenters and innovators directly will greatly reduce the research time and costs it would normally take to learn about these topics. Additionally, the exposition floor offers direct access to content, products and premium engagement. Here are some examples:

<You will need to insert the session descriptions which most apply to your responsibilities. [The schedule at a glance and descriptions can be found here.](https://spacecomexpo.com/schedule-at-a-glance/) >

* <session 1>
* <session 2>
* <session 3>

The full conference fee is $595 for government and $995 for non-government but I can save $200 by registering before the early bird deadline of September 21, 2018.

<insert your travel cost numbers in here>

Here is the breakdown of costs:

* Roundtrip airfare: <$XXX>
* Transportation: <$XXX>
* Hotel: <$XXX>
* Meals: <$XXX>
* Registration fee: <$XXX>

The total costs associated with attending this event are: <$XXXX>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at SpaceCom 2018 a wise investment. Other staff members in our organization will also benefit as I can meet with the team when I return to relay major takeaways, and a set of recommendations. I will also pull together an actionable Post-Event Report for your review.

Please accept this proposal to attend, as I’m confident in the significant return we will receive for the small investment. Thank you in advance for considering this request!

Sincerely,

<your name here>