<insert date>

Dear << supervisor's name >>:

I would like to request to attend the SpaceCom 2019 (America’s Commercial Space Conference and Exposition), convening November 20 – 21, at the George R. Brown Convention Center in Houston, TX. This one-of-a-kind, two-day event addresses the strategic issues impacting the commercial space industry that will enable your business to set a clear course to gain a competitive advantage in the coming trillion-dollar space economy. 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 [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 $525 for government and $895 for non-government until September 13. If I register before then I am saving us $200!

<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 2019 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>