<Date>

<Decision Maker Mailing Address>

Dear <decision maker name>,

I’m writing to request your approval for me to attend AOC’s 60th International Symposium & Convention to be held December 11–13, 2023, at the Gaylord National Resort & Convention Center in National Harbor, MD, USA. This annual event is the leading forum for electronic warfare, electromagnetic spectrum operations, cyber-electromagnetic activities, and information operations professionals worldwide. It is one of the most cost-effective ways to exchange information among military, government, industry, academia, and other subject matter experts. It offers three full days of learning, networking, and first-hand exposure to the latest equipment and technologies.

With your approval to attend, I’ll have the opportunity to:

**Advance my professional development** – AOC’s International Symposium & Convention draws some of the most influential and knowledgeable professionals working within Electromagnetic Spectrum Operations. By attending the symposium sessions, I will become equipped with knowledge of the latest developments in technology and governance in pursuit of EMS capability superiority. Some of the presentations I hope to attend include <list sessions>, which will result in gathering information about <*give details on how you will learn to:>.* I think this knowledge will be highly beneficial and could immediately be used with *<project(s) you are working on>.*

**Enrich my network of electronic warfare, electromagnetic spectrum operations, cyber-electromagnetic activities, and information operations professionals** – With 2,500 attendees from more than 30 countries, this is an opportunity to expand our company’s network and gain perspective from both the public and commercial sectors. I’ll network with stakeholders, thought leaders, and experts in electronic warfare, electromagnetic spectrum operations, cyber-electromagnetic activities, and information operations between symposium sessions. The possibilities to connect are abundant, from business meetings to hosted receptions to informal networking opportunities.

**Examine the state of the industry –** AOC’s International Symposium & Convention provides a one-stop shop with more than 150 exhibitors showcasing cutting-edge technologies, services, and innovative solutions.

Here is a sampling of what I can expect to see in the exhibit hall <select those applicable to your job function>:

* + Communications Jamming
  + Cyber
  + Directed Energy
  + EO/IR Electronic Warfare
  + EO/IR Sensors and Systems
  + EW Training
  + Radar Electronic Warfare
  + Radar Systems
  + RF/Microwave Components and Subsystems
  + RF/Microwave Testing and Measurement
  + Signals Intelligence
  + Tactical Communications Systems

**The approximate costs for my attendance:**

Flight $XXX

Transportation (round trip from the airport to hotel) $XXX

Hotel (3 nights at $XXX per night) $XXX

Meals (3 days at $XX per diem) $XXX

Master Pass $XXX

Total cost to attend: **$XXXX**

I will submit a summary of my learning and opportunities when I return and circulate an action plan of recommendations for consideration and discussion. I will also provide a review of the event to inform your decision on any future attendance by my colleagues.

Thank you for your consideration. Please don’t hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Sincerely,

<Insert your name>