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Date

Dear <Manager>:

I would like to attend Unmanned Systems— Defense. Protection. Security., which will take place February 6-8, 2018 in National Harbor, Md. This event, which is the most comprehensive military and government-focused event in the industry, is an inclusive forum that brings industry leaders, government officials, decision makers and technology experts together for three intensive days of information sharing and interaction. The 2018 program will focus on key themes of investment, innovation and sustainment. Each day features in-depth presentations, panel discussions and networking opportunities.

Attendance at Unmanned Systems— Defense. Protection. Security. will provide me with the unique opportunity to network with leaders making key decisions on systems acquisition, requirements and development across the U.S. DOD and other government organizations, including DHS, DOI, and CBP. Additionally, a top lineup of program managers, procurement experts and R&D leaders will discuss the latest technical challenges, future developments and opportunities for industry participation.

I have reviewed the conference agenda and feel I can benefit from attending. With more than 30 expert speakers covering all three domains this event will be a terrific opportunity for me to <insert 1, 2 or 3 here>.

1. Learn about upcoming developments, emerging technologies, programs and customer needs
2. Participate in discussions covering the most important issues, technologies and developments in the industry
3. Schedule face to face meetings with current and potential future business partners to expand our market outreach

I am seeking approval for the registration fee and travel expenses. The total costs for the convention are <fill in blank>. The detailed cost breakdown is listed below:

<Fill in the numbers below. The travel costs vary and should reflect your projected costs. The registration fee will depend on whether you are seeking an All Access Pass or One Day Pass or if you qualify to attend for free as Active Duty Military in Uniform. See the table below for registration fees. Information on conference hotel pricing is available [here](#).>

AUVSI MEMBER	NONMEMBER
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	Early Bird Valid thru Nov. 19, 2017	Advance Valid Nov. 20, 2017 thru Feb. 5, 2018	Onsite Starting Feb. 6, 2018	Early Bird Valid thru Nov. 19, 2017	Advance Valid Nov. 20, 2017 thru Feb. 5, 2018	Onsite Starting Feb. 6, 2018
Full Conference Pass – Industry	\$679	\$779	\$879	\$799	\$899	\$999
Full Conference Pass Government	\$539	\$589	\$639	\$599	\$649	\$699
Full Conference Pass – Active Duty Military	\$339	\$389	\$439	\$399	\$449	\$499
Exhibits Only – One Day Pass	\$89	\$99	\$119	\$119	\$129	\$149

Airfare:

Transportation:

Hotel:

Meals:

Registration Fee:

Total cost of _____.

I have identified a number of planned briefings that would enhance and increase my industry knowledge and benefit <organization>. These presentations will be conducted by defense experts who are working to overcome the most pressing challenges facing the unmanned systems and robotics community today. The opportunity for me to make new contacts and improve my industry knowledge in <your area of expertise> makes my attendance at Unmanned Systems— Defense. Protection. Security. vital to my professional growth and a worthwhile investment for <your organization>.

Sincerely,

<your name here>