<Date>

<*Manager Mailing Address>*

Dear <*Manager>*:

I would like to attend the <year> Interservice/Industry Training, Simulation and Education Conference (I/ITSEC), the premier event for the training, simulation and training systems industry. The conference will enable me to actively participate in a number of education sessions that are directly applicable to my work and allow me to network with a number of government, industry and academia peers and experts.  This annual event showcases simulation, education, modeling and training technology and is one of the most cost-effective ways for the exchange of information among industry, the military, and the educational communities.

Some of the presentations I hope to attend include <list events, papers, sessions> ,which will result in gathering information about <*give information on how you will learn to:>.* I think this knowledge will be extremely beneficial and could immediately be put to use with *<project(s) you are working on>.*

I am seeking approval for the registration fee, as well as conference and travel expenses. I also wish to attend the *<fill in blank>* tutorial sessions on Monday and the *<fill in blank>* professional workshop sessions on Friday as part of my travel plans. As are many of the papers, these sessions are Continuing Education Unit (CEU) eligible and included in the cost of the conference. I wish to attend these particular sessions because <give reason here>.  I have detailed the cost breakdown below and estimate the cost of my attendance to *<fill in blank>.*

*<See the Worksheet to tally suggested items in your expense estimate. >*

Here is the breakdown of my conference attendance expenses:

Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Total conference cost of \_\_\_\_\_\_.

For a better understanding of the value of this educational event, here is a link to the conference details: www.iitsec.org

The opportunity for me to develop better contacts with industry experts and to gain knowledge in specific areas of the simulation and training industry makes my attendance at I/ITSEC <year> a wise investment that will yield rich dividends for *<your company>.*

Sincerely,