**< Date >**

Dear **< supervisor’s name >**,

I would like to attend APCO 2021, APCO International’s 87th Annual Conference & Expo in San Antonio, TX, the premier event for public safety communications professionals. The conference will enable me to earn 20 continuing education credits via education sessions that are directly applicable to my work. The conference will allow me to network with a variety of association experts, colleagues and companies from around the world.

I plan to attend the following specific sessions to achieve my objectives, gain education and tools to bring back and implement within our organization and network with other attendees (the full program can be accessed at [www.apco2021.org](http://www.apco2021.org) ) : *List sessions you plan to attend as well as learner objectives, and indicate how they will benefit you/your organization.*

Session 1:

Session 2:

Session 3:

Session 4:

Session 5:

Session 6:

Session 7:

Session 8:

According to the [exhibitor list](http://www.apco2021.org/exhibit-hall/) the following companies are planning to attend that I think can help our organization (*list names and/or companies with whom you plan to connect and how they will benefit you/your organization*)

Costs:

* The full registration fee includes a $10 lunch credit Monday and Tuesday and a reception Tuesday. All registration fees are listed at <http://www.apco2021.org/>.

Registration fee is $\_\_\_\_\_\_

* APCO has offered airfare discounts to registrants. I have found airfare for $\_\_\_\_\_
* APCO has offered discounted hotel rooms. Rates range between $145 - $215 per night (plus applicable taxes, currently at 16.75%). Hotel fee is $
* APCO has offered discounted shuttle rates to/from airport.

Transportation to/from airport is $

* Additional meals (not included in registration above) are $

The total estimated costs associated with attending this conference are $

The opportunity for me to develop my understanding in all areas public safety, gain knowledge within specific areas of my responsibilities and network with similar professionals makes my attendance at APCO 2021 a wise investment.

Sincerely,

**< your name here >**