[DATE]

Dear [SUPERVISOR NAME],

I would like to attend the 2021 Tactical Annual Training, August 3-6, 2021, in Norfolk, VA, offered by the National Strength and Conditioning Association (NSCA), the worldwide authority on strength and conditioning for over 40 years.

This premier event is dedicated to educating and training tactical professionals and those who support them. Top industry leaders will deliver research-based sessions along with insights from military, law enforcement, and fire and rescue experts who have faced and overcome the challenges of our field. The content will be directly applicable to my role as [TACTICAL JOB] and will cover insights that can help lead to cost savings down the road by:

* Increasing performance and decreasing liability
* Assisting to identify future job task demands
* Working toward decreased injury risk through strength and conditioning

After reviewing the training schedule, I have identified several sessions that will allow me to understand how we can improve our strength and conditioning program. I plan to attend the following sessions, which align with our top departmental priorities:

1.
2.
3.
4.

Attendance will allow me to explore new ideas and techniques to enhance my performance and professional growth. My goal is to return and apply this knowledge to advance our training approach and programming. I will share my experience, who I met, and what I learned, including educational materials received at the conference.

Therefore, I am seeking sponsorship for attendance. A detailed cost breakdown is included below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Through 7/12/2021** | **7/13 - 8/1/2021** | **After 8/1/2021** |
| **Registration** | $365 | $415 | $465 |
| **Estimated Airfare** |  |  |  |
| **Estimated Hotel** |  |  |  |
| **Total** |  |  |  |

Keep in mind, this training counts toward TSAC-F continuing education credits and is NCCA accredited. During the event, the NSCA will be following the most up to date CDC & state guidelines.

I hope you agree that participation in the 2021 Tactical Annual Training will not only benefit me, but also our personnel and our department as a whole. If so, I would like to sign up as soon as I can to save budget dollars with discounted early pricing.

Thank you for your consideration.

Very Respectfully,

[YOUR NAME AND TITLE]