Dear << your supervisor's name >>:

I would like to attend Border Security Expo ([bordersecurityexpo.com](http://www.bordersecurityexpo.com/)), taking place March 29-30, 2022. This critical two-day event takes place in San Antonio, TX, near one of the busiest sectors along United States and Mexico border—the Rio Grande Valley. Attending this event will allow me to gain insights about issues vital to securing our border and enhancing the flow of legitimate trade and travel at ports of entries.

The conference is developed by former border security officials who understand the needs and challenges of today’s border security professionals. And the expo consists of 100+ exhibitors displaying the latest border security equipment, technology, and services.

I am requesting approval for the registration fee, travel expenses to the event, and minimal incidental expenses during the event. Below is an estimate of the costs:

* Airfare: $[xxx]
* Transportation (taxis, shuttles): $[xxx]
* Hotel: $[xxx]
* Meals: $[xxx]
* Registration fee: $[xxx]
* Approximate total: $[xxx]

The registration fee includes two days of conference sessions, luncheons, networking events, Honoring the Memory Ceremony, the Expo, and Demo Day. I have identified several panels that will address specific challenges in our agency. Getting the information in a seminar format will greatly reduce the time and expense that <<your organization’s name>> would normally incur in researching these topics.

<<Insert session titles and descriptions which most apply to your responsibilities and challenges>>

Attending Border Security Expo will allow me to expand my knowledge in my area of expertise, network with my peers, and hear from federal, state, and local border security leaders on joint initiatives and programs. Please accept this proposal to attend, as I’m confident in the significant return we will receive for the small investment.

Sincerely,

<<your name here>>