Dear Name:

I am writing to request your approval to attend the F5 Networks annual government user symposium. F5’s Government Technology Symposium 2016 is F5’s flagship learning and networking conference, for federal and public sector F5 users, where I will have the opportunity to dive deep into F5's application delivery solutions and explore how to best deliver secure, fast and reliable applications.

The conference is being held in Washington, DC at the Newseum on **June 16th, 2016**. I have reviewed the agenda ([F5 Government Symposium registration site](http://www.carahsoft.com/big-events/f5-government-technology-symposium/agenda)) and feel the symposium would help advance our knowledge of the future of application delivery which directly aligns to these projects underway for our team:

* [Insert your project or initiative here].
* [Insert your project or initiative here].

F5’s Government Technology Symposium is open to all F5 government customers, there is no conference fee for attendees. The only investment in my attendance is time and travel expenditures. In one day, I’ll have access to:

* 6+ hours of educational sessions from F5 solution experts and technology partners.
* 3 hours of optional hands-on lab sessions, which provides (ISC)2 CPE credits.
* 3 hours of keynote presentations from F5’s leadership and industry experts.
* Streamlined access to key technology vendors in the Vendor Showcase.
* Peer-to-peer learning with attendees from other organizations all using F5’s platforms.

Here is an approximate breakdown of the estimated travel costs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense | Unit Cost | Quantity | Total Cost | Notes |
| Airfare | $ |  |  |  |
| Ground Transportation | $ |  |  |  |
| Hotel | $ |  |  | Does not include tax and fees |
| Meals | $ |  |  | Most meals are included in the conference |
| **Total** |  |  | $ |  |

TOTAL:

In reviewing the sponsor list, there are a number of exhibitors participating in the F5 Government Symposium that I plan to evaluate for future use. I plan on visiting the following booths in the Solution Expo: [Select all that apply: FireEye, VMware, Fidelis Cybersecurity, ClearShark, IronBow, and more].  
  
Other staff members in our organization will benefit as well. I will meet with the team when I return from the conference to relay recommendations and action items, and circulate a detailed actionable Trip Report.  
  
Please accept this proposal to attend as I’m confident we will see significant return for the travel investment.  
  
Thank you for your consideration. I look forward to your reply.  
  
Your standard close