Dear Name:

I am writing to request your approval to attend the F5 Networks 6th Annual Government User Symposium. This Symposium is F5’s flagship learning and networking conference for federal and public-sector users. My goal at the conference is to take full advantage of the technical content and training available, where I will learn more on F5's application delivery, cloud and cyber security solutions.

The symposium is being held in Tysons Corner, VA at the Ritz Carlton on **Tuesday, April 3 and Wednesday, April 4, 2018**. I have reviewed the agenda ([F5 Government Symposium registration site](http://carahevents.carahsoft.com/F5GovSym/Agenda)) and feel the symposium would help advance my knowledge of the future of application delivery, cloud computing and cyber security which directly aligns to the following initiatives:

* [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, which I have outline below. Over the two day conference, I’ll have access to:

* 8+ hours of certification trainings from F5 solution experts and technology partner, which provides continuing education (ISC)2 CPE credits.
* 3+ hours of use case breakout sessions, which provides continuing education (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 – Ritz Carlton Room Block | $259 |  |  | 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].  
  
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