Date

Name

Address

Dear [ ],

I would like to attend the [YEAR] Tactical Strength and Conditioning (TSAC) Annual Training, [DATE of EVENT], in [LOCATION] which is offered by the National Strength and Conditioning Association (NSCA), the worldwide authority for over 30 years on strength and conditioning. It is the *only* training event dedicated to educating and training tactical athletes for better performance and fitness in the field, with over 500 industry leaders and attendees.

At the conference, I will be able to attend a number of research-based sessions that are directly applicable to my duties and will allow me to meet with a number of other tactical experts. A number of presentations geared toward [TACTICAL JOB] will give information that may increase performance, assist with decreasing liability, assist with potentially identifying future job task demands, and it may assist with a decrease injury risk on the job using strength training and conditioning; therefore, it can help lead to cost savings down the road. After reviewing the training schedule, I have identified a number of educational sessions which will allow me to gain knowledge and understanding on how we can improve our strength and conditioning program. All of the presentations are facilitated by top industry experts from across the country who have faced similar challenges. This training does have continuing education credits and is accredited through: **NCCA**

I plan to attend the following sessions, which align with our top departmental priorities:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I feel this investment in my development will be a benefit to our entire department. Therefore, I am seeking sponsorship for attendance. A detailed cost breakdown is included below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before 02/13/2017** | **02/13-03/20/2017** | **After 03/21/2017** |
| **Registration** | $345 | $395 | $445 |
| **One Day Only** | $230 | $280 | $330 |
| **Estimated Airfare** |  |  |  |
| **Estimated Hotel** |  |  |  |
| **Total** |  |  |  |

In order to advance the department upon my return, I will be able to share my experience, what I learned and whom I met, including sharing the educational materials that I bring back. I hope you agree that participation in the 2015 TSAC Annual Training will not only benefit me, but also other personnel. If so, please let me know as 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,