

Dear [Insert Chief or Superior's Name],

I would like to attend The Fire Department International Conference (FDIC), taking place on April 25-30, 2022 in Indianapolis, Indiana. FDIC International is North America's largest fire event that provides industry professionals with new tools and techniques to take back to their hometown department, share with their peers and ultimately help keep their communities safe.

The week begins with FDIC's interactive hands-on training evolutions where firefighters and fire/rescue professionals look to advance their skills by participating in live training courses, pre-conference workshops and over 200 conference sessions taught by world renowned instructors presenting new areas of interest within the fire service along with updated content on important topics. I plan to attend several <<hands-on training (H.O.T.) evolutions, pre-conference workshops AND/OR classroom sessions>>, which will include:

<<insert topics of sessions you plan to attend>>

In addition to the education, FDIC's show floor features live demonstrations, competitions & challenges and more than 800 exhibitors showcasing the most innovative products and services. I know that we are looking for new <<insert your list products, services, technologies you are currently looking to purchase>>, and I can demo all of the latest products at FDIC.

Lastly, more than 35,000 industry professionals from around the world will be in Indianapolis for FDIC International 2022, giving me the opportunity to develop stronger industry relationships, learning from other departments on the issues they are facing and bringing back these insights to our department.

I am seeking approval for time away from the department, registration and travel/housing-related expenses. An estimated cost breakdown is included below:

Days off:	
Registration (<i>include any additional training costs & processing fee</i>):	
Airfare:	
Transportation:	
Hotel:	
Meals:	
Total:	

When I return, I can debrief the department on the innovative products & services and training obtained from attending FDIC International 2022. Thank you in advance for your consideration.

Sincerely,

<<Your Name>>