  
  
[TYPE THE DATE HERE]  
[TYPE THE RECIPIENT NAME HERE]  
  
Re: Axon Accelerate 2023 Conference Proposal  
  
This letter is to request approval to attend the Axon Accelerate Conference, April 10-13, 2023 in Phoenix, Arizona. This technology conference will be at the Phoenix Convention Center. Attendance at the conference will help ensure that our team is understanding the latest in public safety technology and learning about the innovative solutions of the future.

Axon Accelerate is public safety’s premier technology conference and will feature keynotes on the future of public safety technology, breakout sessions on innovative solutions in the public safety sector as well as opportunities to connect with colleagues from around the globe as well as technology providers. Additionally, expert speakers and panels will address highly requested topics on public safety policy, training, crime reduction, communication, and officer wellness among other topics.   
  
This is an especially important year for me to keep up with changes in technology and how to be more efficient as we continue to explore new products. My attendance will benefit these initiatives:

* (Add Project or Initiative)
* (Add Project or Initiative)
* (Add Project or Initiative)

Upon my return, I will submit a post-conference report that will include an executive summary and major takeaways from the conference. I will also share the new ideas, strategies, and techniques I learned to help our agency in the ever-changing public safety environment.   
  
I am sure you will agree that my attendance at Axon Accelerate 2023 is a valuable use of my time and will benefit our agency and community. Thank you for your consideration.  
  
Sincerely,  
  
  
[TYPE YOUR NAME HERE]  
[TYPE YOUR TITLE HERE]  
[TYPE YOUR AGENCY NAME HERE]