[TODAY’S DATE]

[TO WHOM IT MAY CONCERN]:

Bottom Line Up Front: I believe that I would be missing out on a great opportunity for [your organization] if I do not attend the upcoming *Global SOF Symposium - US*. Special Operations Forces (SOF) are a critical part of modern warfare and nations across the globe are growing their SOF at an exponential rate.

This event will give me, and our organization, access to current and future leaders from the Special Operations, Intelligence, and Cyber communities from roughly 30 countries. I’ll have the opportunity to listen to these leaders talk about national security challenges and to see what they are doing to grow and transform their militaries.

If you look at the conflicts around the world you will not see major conventional wars. Modern warfare is now about surrogate operations, partnered warfare, Foreign Internal Defense (FID), and Expeditionary Warfare. These “new” types of operations make up modern warfare, and SOF are being used in all of these missions. I believe that we can contribute to those missions.

The Symposium is in its fifth year, and will have a few new additions--including a brand new location convenient to the Tampa International Airport and MacDill Air Force Base. There will also be several Academic Sessions on the Tuesday of the event, which I believe will further contribute to our growth at this event.

I would like to attend the Symposium to network and build our business opportunities in this region. I have calculated the costs, and attendance would not be cost prohibitive, totaling approximately [$XXXX] to attend. In addition, the Symposium takes place from 5-7 March 2019, which does not conflict with any other critical events on my schedule.

Thank you for your consideration of this great opportunity!

Sincerely,

[YOUR NAME & SIGNATURE]