Dear **[Name]**:

Communication technologies are one of the most dynamic and ever-changing technologies across the world. In 2021, there are significant developments that have been made in LTE technologies, WIFI calling, Voice over IP (VOIP) calling, 5G technologies, and location-based technologies. When properly understood and applied, all of these technologies serve as a common nexus in criminal investigations, providing critical evidence, helping to locate missing and endangered persons, and preventing violent crimes.

For this reason, I’m interested in attending the ZetX Conference on November 3rd-November 6th, 2021, in Chandler, Arizona. The sessions I’ll be able to attend will give me the knowledge, perspective, and materials to make a positive impact at **[police department]** and to help us achieve our goals. In addition, I’ll receive information that will help me more fully understand the functionalities of this type of evidence.

The conference brings together Subject Matter Experts from across the nation to present criminal investigations, share investigative approaches and networking that will be beneficial to **[police department].** The conference offers effective strategies, best practices, and tools via sessions, workshops, and networking. Here’s how my attendance will pay off for **[police department]**:

* I’ll have the chance to engage in deeper discussions with my peers about how to effectively use wireless communication records and technologies in my criminal investigations.
* I’ll learn how to turn our commitment to our citizens into action and results through collaboration, insights, and approaches that work.
* It’ll provide me an opportunity for professional development in accordance to my work goals.

Here’s the cost breakdown of sending me to the ZetX Conference:

* Registration: $
* Airfare: $
* Hotel: $
* Meals: $

Total travel costs: $
Total conference costs: $

This is a good investment of time and resources that will deliver real value to our agency. Thank you for your consideration.

**[signed]**