



FULLY LOADED



JANUARY 21-24, 2020 SANDS EXPO CENTER, LAS VEGAS, NEVADA

SAMPLE LETTER ONLY

[Date Inserted]

TO: [Insert Officer Name, Title]

FROM: [Insert Officer Name, Title]

SUBJECT: Training and New Equipment Review Opportunity for [Insert Officer Name]

In January, there is a trade event where our agency will have access to every major manufacturer and tactical equipment supplier of the latest firearms, protective equipment, accessories and specialized training sessions for law enforcement. We can discuss our [Insert Agency or Department Name] specific needs directly with manufacturers, and we can learn and share knowledge from other agencies around the country. With your permission, I would like to attend The Shooting, Hunting and Outdoor Trade ShowSM (SHOT Show[®]), January 21-24, 2020, on behalf of our agency.

The SHOT Show is well-known as a massive gathering for the shooting sports industry, but many people don't realize the extensive law enforcement and armed forces applications also present at the show. Nearly one-third of the SHOT Show's exhibit halls are dedicated to protection equipment and tactical accessories needed by law enforcement, SWAT teams, private security and the armed forces. More than 650 exhibits at the show are manufacturers and distributors wanting to meet with law enforcement agencies and personnel. If you approve my request to attend, I will be sure to review the latest technology in communication products, eyewear, hearing protection, optics, scopes, sights, and training and safety equipment, plus the latest releases of new firearms and accessories.

The Law Enforcement Education Program (LEEP) at the SHOT Show has various training sessions that run throughout the week. Sponsored by *POLICE* Magazine, leading manufacturers provide valuable insights for real-world, on-scene applications of various technology and training methods. These courses are so valuable, they are packed every year, with a line waiting outside. For 2020, participation in the LEEP is a one-time fee of \$25 that will give me access to all of the courses in which I pre-register. I will be able to provide a certificate of completion when I return from the event.

Also, on Monday evening, January 20, there is a networking event exclusive to law enforcement and armed forces personnel. This Kickoff Meet & Greet will allow me to interact with law enforcement personnel who attend the show. It's a great opportunity to gain insights from our colleagues in other agencies.

The best way to save our agency funds when participating in this event is a timely approval and pre-registration. If I register by December 21, 2019, below is an estimate of the participation fees for attending the SHOT Show.

[Insert Selected Participation Levels/Fees For Officer]:

2020 SHOT Show Attendance/Travel Breakdown:

Show Registration: LE Buyers\$35 by Dec. 21.....\$70 starting Dec. 22
Non-Buying LE\$175 by Dec. 21.....\$350 starting Dec. 22

LEEP Participation: LEEP Participation \$25 for all classes (the first is \$25; any after is \$0), must be registered for the 2020 SHOT Show.

Kickoff Meet & Greet: Complimentary

Plus travel and overnight expenses.

I hope you will consider and approve my participation in this event. I look forward to bringing back the insights gained to share with our entire department.

Sincerely,

[Insert Your Name, Title]