



# THIS IS YOUR SHOT

**JANUARY 23-26 | 2024 | LAS VEGAS, NEVADA**  
THE VENETIAN EXPO + CAESARS FORUM



## SAMPLE LETTER ONLY

[DATE INSERTED]

**TO:** [INSERT SUPERVISOR NAME, TITLE]

**FROM:** [INSERT OFFICER NAME, TITLE]

**SUBJECT:** Training and New Equipment Review Opportunity for [INSERT OFFICER NAME]

I am seeking permission to attend the Shooting, Hunting and Outdoor Trade Show<sup>SM</sup> (SHOT Show<sup>®</sup>), January 23-26, 2024, on behalf of our agency. This is a trade-only event where hundreds of equipment manufacturers from around the world come to display products that are relevant to our line of work. I will have the opportunity to review new firearms, less-lethal and non-lethal devices, protective equipment, training tools, communication products and accessories designed for law enforcement use.

Nearly one-third of the SHOT Show's exhibit halls are dedicated to equipment needed by law enforcement, SWAT teams, private security and the armed forces. I will be able to meet one-on-one with manufacturers and distributors to discuss our specific needs.

The SHOT Show also provides training opportunities through the Law Enforcement Education Program (LEEP). Sessions typically cover tactical strategies, the application of new technologies, how to implement new agency-wide programs, de-escalation techniques, managing the public image of a department, safety best practices and more. A one-time fee of \$45 will give me access to all LEEP courses. A Certificate of Attendance is provided to attendees that can be used to track my training.

The SHOT Show is also an opportunity to meet with dozens of other agencies and discuss common challenges the law enforcement community is currently facing. Networking events have been scheduled to allow agency representatives to share insights and lessons learned. The LEEP Meet-Up Networking Event and the Industry Welcome Reception will be a chance for me to ask questions and hear what other departments are doing. This will provide me with proven solutions I can bring back to [INSERT YOUR AGENCY NAME].

**2024 SHOT Show Attendance/Travel Breakdown:**

**SHOT Show Registration:** LE Buyers ..... \$35

Non-Buying LE..... \$225

LEEP participation is \$45 for all classes (the first is \$45; any after is \$0); attendee must be registered for the 2024 SHOT Show.

*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]