



THIS IS YOUR SHOT

JANUARY 21-24 | 2025 | LAS VEGAS, NEVADA

THE VENETIAN EXPO + CAESARS FORUM



SAMPLE LETTER ONLY

[DATE INSERTED]

TO: [INSERT SUPERVISOR NAME, TITLE]

FROM: [INSERT OFFICER NAME, TITLE]

SUBJECT: Equipment Procurement & Training Opportunity for [INSERT OFFICER NAME]

The Shooting, Hunting and Outdoor Trade ShowSM (The SHOT Show[®]) 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 am seeking permission to attend the show on January 21–24, 2025, on behalf of our agency.

Show organizers are friends of the law enforcement community. 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. This once-a-year opportunity will give me a chance to review new firearms, less-lethal and non-lethal devices, protective equipment, training tools, communication products, and accessories designed specifically for law enforcement use.

The show also includes a Law Enforcement Education Program (LEEP) that runs onsite. 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.

Considered a great networking opportunity as well, the SHOT Show will allow me to meet with dozens of other agencies from across the country and international agencies. I plan to discuss our challenges and learn how other LEOs handle similar situations. 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. I plan to bring back solutions to [INSERT YOUR AGENCY NAME].

2025 SHOT Show Attendance/Travel Breakdown:

SHOT Show Registration: LE Buyers \$45
Non-Buying LE..... \$225
LEEP participation \$45 for all classes (the first is \$45; any after is \$0); attendant must be registered for the 2025 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]