[Insert today’s date]

Dear [Insert name here],

This letter is to request approval to attend the Texas Law Enforcement Analyst Network (TXLEAN) 2024 TXLEAN Conference, from June 5, 2024, to June 7, 2024, with an optional Crystal Reports Boot Camp June 3, 2024 to June 4, 2024, in The Woodlands, TX.

The 2024 TXLEAN Conference is an impactful training event for Texas based analysts and analysts in surrounding states, with approximately 60+ analysts in attendance. This conference allows analysts to learn new techniques, advance their knowledge, and equip their department for ongoing success. The conference consists of multiple training and networking opportunities for attendees. In addition, TXLEAN has vendor sponsors who showcase their products and teach attendees the skills necessary to utilize the products to the best of their ability.

The conference offers three concurrent training tracks throughout the week, which provides a vast array of knowledge for all skills and ability levels. This year’s event will host several general sessions beneficial to all, and 25 individual sessions, with past topics including, but not limited to:

* Crime and intelligence analysis
* Real-world case studies
* Investigative and analytical techniques
* Statistical analysis
* Hands-on computer training

It is my goal to find training that will address the specific issues we face within our own agency. I will have the opportunity to network with other law enforcement analysts and make valuable connections that can assist in furthering my career. When I return from the conference, I will be sure to share the new ideas, strategies, and techniques I learned to help our agency accomplish its goals.

I have also provided an expense worksheet for your review. This breaks down the approximate costs to attend the TXLEAN 2024 Conference (and Crystal Reports Boot Camp).

I am sure you will agree that my attendance at TXLEAN 2024 Conference (and Crystal Reports Boot Camp) is a valuable use of my time and will benefit the agency and our community.

Thank you for your consideration,

Sincerely,

[Insert your name here]

[Insert your title here]