**IACA Annual Training Conference**

[Insert Date]

Dear [Insert name],

This letter is to request approval to attend the International Association of Crime Analysts (IACA) Annual Training Conference, from [Insert Dates] in [Insert City, State], USA.

The IACA Annual Training Conference is the most impactful training event of the year for analysts, with approximately 600+ in attendance, from more than 20 countries around the world, all with the goal of learning new techniques, advancing their knowledge, and equipping their department for ongoing success.

The conference consists of multiple training and networking opportunities for attendees. In addition, the IACA hosts an Exhibitor Expo, with approximately thirty companies showcasing their products and teaching attendees the skills necessary to utilize the products to the best of their ability.

The conference offers six 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 80 individual sessions, with topics including, but not limited to:

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

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 IACA Conference.

I am sure you will agree that my attendance at IACA is a valuable use of my time and will benefit the agency and our community.

Thank you for your consideration,

Sincerely,

[Insert your name]

[Insert your title]