Dear **[Name]**:

Forensic video and audio processes are among the most dynamic and ever-changing technologies across the world. In 2020 and 2021, there have been significant developments that have been made. When properly understood and applied, our integrity within our community and justice system is enhanced. Our efforts serve as a valued contributor in all investigations to provide critical evidence.

For this reason, I’m interested in attending the LEVA’s 32nd Annual Digital Multimedia Evidence Training Symposium, October 18-22, in Franklin, Tennessee. The sessions I’ll be able to attend will give me the knowledge, perspective, and materials to make a more positive impact at **[police department/agency/company]**. In addition, I’ll receive credit for training hours to help satisfy renewal requirements of my LEVA certification.

The LEVA symposium brings together Subject Matter Experts from around the world to present targeted training to develop and reinforce skills needed to effectively processes digital evidence. The training offers effective strategies, best practices, and tools via sessions, workshops, and invaluable networking. Here’s how my attendance will pay off for **[police department/agency/company]**:

* I’ll have the chance to engage in deeper discussions with my peers about how to effectively process challenging digital evidence.
* ***I’ll learn how to turn our commitment to our citizens into action and results through collaboration, insights, and approaches that work.***
* It’ll provide me an opportunity for professional development in accordance to my work goals.

Here’s the cost breakdown of sending me to the LEVA symposium:

* Registration: $895.00
* Airfare: $
* Hotel: $
* Meals: $

Total travel costs: $  
Total event costs: $

This is a good investment of time and resources that will deliver real value right away to our agency. Thank you for your consideration.

**[signed]**