Dear <Insert Name>,

I would like to attend **AOPA’s Fifth Annual High School Aviation STEM Symposium** on November 10-12, 2019 in Denver, Colorado. More than 300 aviation educators and administrators from around the country attended the [2018 symposium](https://www.aopa.org/news-and-media/all-news/2018/november/07/aopa-leading-the-charge-for-aviation-learning) held at the Louisville Marriott in Louisville, Kentucky. The symposium provided a forum for attendees to share best practices, discover how AOPA resources can support their efforts, and network with their peers. They participated in two days' worth of sessions focused on teaching practices, starting or improving an aviation program, and building partnerships. This year, the symposium will feature sessions and presentations directly related to <include name of your project, or curriculum that will be supported>.

With interest growing in aviation programs and the need for high schools to learn about resources, programs, and other like-minded educators who can be helpful, AOPA has created an annual event to support educators. I will have opportunities to learn first-hand about AOPA's new free high school aviation curriculum, now available to schools. I am pleased that this year’s event will be held in Denver, Colorado, in partnership with United Airlines. This will give me additional experience and knowledge about practical workforce applications related to aviation education.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Denver for the symposium. The symposium fee (if I register by September 13, 2019) is $250. It will increase to **$300 after that date**. This price includes two full days of sessions and networking opportunities plus two breakfasts, two lunches, and a dinner reception.  I also have the option to participate in a tour of the Air Force Academy in Colorado Springs for $45. This price includes transportation, lunch, and an insider’s look at one of our nation’s premiere military training facilities.

Here is a detailed breakdown of Symposium costs: <add numbers relevant to you in place of the brackets below>

* Airfare: <add your cost>
* Ground Transportation: <add costs to and from the airport>
* Hotel: <room rate $114 per night plus tax– DoubleTree by Hilton Denver>
* Dinners: <your estimate – remember breakfast and lunch are included in your conference fee>
* Conference fee: <early-bird registration is $250. After September 13, 2019, the fee increases to $300>
* Air Force Academy tour: <$45, limited to 50 people>
* Total: <insert total here>

**AOPA’s Fifth Annual High School Aviation STEM Symposium** presents an opportunity for me to enhance my skills and knowledge in aviation educationwhile strengthening supportive contacts with aviation educators from around the United States. It will be an investment in my ability to support an aviation program at our school. I look forward to your reply.

Sincerely**,**

<Your Name Here>