Dear <Insert Name>,

I would like to attend the Aircraft Owners and Pilots Association's (AOPA's) ninth annual **You Can Fly High School Aviation STEM Symposium**. The symposium will be held on November 12-14, 2023, in Orlando, Florida. The symposium is a forum for attendees to share best practices, discover how to use AOPA Foundation Curriculum and resources, and network with their peers and aviation industry experts.

More than 400 aviation educators and administrators from around the country attended the [2022 FedEx AOPA Foundation High School Aviation STEM Symposium](https://www.aopa.org/news-and-media/all-news/2022/november/15/high-school-aviation-stem-draws-crowd) at the FedEx Experience and the Peabody Memphis Hotel in Memphis, Tennessee. Attendees participated in dozens of breakout sessions. They heard keynote addresses from FedEx Senior Vice President of Flight Operations Don Dillman, NASA Astronaut Ricky Arnold, former SpaceX Vice President of Propulsion Will Helstley, and Travel Channel Host and pilot Kellee Edwards.

The 2023 symposium will feature sessions and presentations directly related to <include the name of your project or curriculum that will be supported>. I will have opportunities to learn first-hand about the AOPA Foundation's **free** high school aviation curriculum, professional development, and ongoing teacher support available to high schools nationwide. I will learn strategies to start and grow aviation programs and hear from workforce development experts about creating aviation STEM career pathways for our students.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Orlando. The registration fee includes two full days of sessions and networking opportunities, plus two breakfasts, two lunches, and an evening reception.

Here is a detailed breakdown of symposium costs: <Add data relevant to you in place of the brackets below>

* Airfare: <add your cost>
* Airport hotel parking: <The conference hotel is at the Orlando International Airport. Attendees who bring vehicles must pay for hotel parking. Current parking rates are [at this site](https://www.hyatt.com/en-US/hotel/florida/hyatt-regency-orlando-international-airport/orlan/maps-parking-transportation). >
* Hotel: <[Room rate $199 per night plus tax](https://www.hyatt.com/en-US/group-booking/ORLAN/G-AOP2)–Hyatt Regency Orlando International Airport>
* Food:  <your estimate – remember breakfast and lunch on Nov 13 and 14 are included in the registration fee as well as one networking hour and one evening reception>
* Registration fee: <early-bird registration is $350. After September 1, 2023, the fee increases to $400>
* Total: <insert total here>

The AOPA Foundation's **2023 You Can Fly High School Aviation STEM Symposium Presented by Boeing,** isan opportunity for me to enhance my skills and knowledge in aviation education and network with aviation educators and industry experts from around the United States. It will be an investment in my ability to support an aviation program at our school and prepare students for high-paying and rewarding aviation-related STEM careers. I look forward to your reply.

Sincerely**,**

<Your Name Here>