Dear <Insert Name>,

I would like to attend the Aircraft Owners and Pilots Association's (AOPA's) tenth annual **2024 You Can Fly High School Aviation STEM Symposium Presented by Boeing**. The symposium will be held on November 17-19, 2024, at the Hyatt Regency Atlanta in Atlanta, Georgia. The symposium is a forum for attendees to share best practices, discover how to use the AOPA Foundation Curriculum and resources, and network with their peers and aviation industry experts.

More than 500 aviation educators and administrators from around the country attended the [2023 AOPA Foundation High School Aviation STEM Symposium Presented by Boeing](https://youcanfly.aopa.org/high-school/symposium) at the Hyatt Regency Orlando International Airport in Orlando, Florida. Attendees participated in dozens of breakout sessions. They heard keynote addresses from:

* Jeff Fuqua, Ph.D., Former Greater Orlando Airport Authority Chairman
* Capt. Barrington Irving, Author, Pilot, Entrepreneur, and Founder of The Flying Classroom
* Christopher "Chuie" Huie, Astronaut, Virgin Galactic, and Co-Founder, Black Leaders in Aerospace Scholarship and Training
* Meagan Flannigan, Retired Navy Commander and F-14D and F/A-18 Pilot, Amazon

The 2024 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.

Embry-Riddle Aeronautical University will award Continuing Education hours for symposium participation.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Atlanta. The registration fee includes two full days and one half-day 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>
* Hotel parking: <The conference hotel is at the Hyatt Regency Atlanta in Atlanta, Georgia. Attendees who bring vehicles must pay for hotel parking. Current parking rates [are here](https://www.hyatt.com/en-US/hotel/georgia/hyatt-regency-atlanta/atlra/maps-parking-transportation). >
* Hotel: <Block room rate will be $239 + taxes at the Hyatt Regency Atlanta in Atlanta, Georgia. Other nearby hotels may offer rooms at a lower rate.>
* Food:  <your estimate – remember breakfast and lunch on Nov 18 and 19 are included in the registration fee, as well as one networking hour and one evening reception>
* Registration fee: <Registration fees have not been set yet, but we anticipate a registration fee of between $500 and $600.>
* Total: <insert total here>

The AOPA Foundation's tenth annual **2024 You Can Fly High School Aviation STEM Symposium Presented by Boeing,** isan opportunity 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>