Dear,

I would like to attend **AOPA’s Third Annual High School Aviation STEM Symposium** on November 6-7, 2017 in Fort Worth, Texas. Nearly 200 aviation educators and administrators from around the country attended the [2016 symposium](https://www.aopa.org/news-and-media/all-news/2016/november/08/aopa-high-school-stem-symposium-enlightens-hundreds) held at the Museum of Flight/Raisbeck Aviation High School in Seattle. The symposium provided a forum for attendees to share best practices, discover how AOPA resources can support their efforts, as well as the opportunity to network with their peers. They participated in 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 help educators. I will have opportunities to learn first-hand from aerospace educators and experts through breakout sessions, keynote speakers, and networking opportunities. I am pleased that year’s event is at the C.R. Smith Museum, home of American Airlines, and its training facilities and control center. This will give me additional experience and knowledge about practical workforce applications related to aerospace education.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Fort Worth for the Symposium. The Symposium fee (if I register by September 30, 2017) is $225. It will rise to **$260 after that date**. This price includes 2 full days of sessions and networking opportunities plus 2 breakfasts, 2 lunches, museum admission and tours of American Airlines 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 $135 per night – Hampton Inn**
* Dinners: **<your estimate – remember breakfast and lunch are included in your conference fee>**
* Conference fee: **<early-bird registration is $225. After September 30, 2017 the fee rises to $260>**
* Total: **<insert total here>**

**AOPA’s Third Annual High School Aviation STEM Symposium** presents an opportunity for me to enhance my skills and knowledge in aerospace 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>**