**Subject:** Request for Approval to Attend the 2025 International Telemetering Conference (ITC)

**To:** [Supervisor/Approving Official Name]
[Title]
[Organization]

Dear [Sir/Ma’am or Title],

I respectfully request approval to attend the **2025 International Telemetering Conference (ITC)**, scheduled for October 20-23, 2025 in Las Vegas, NV.

The conference will enable me to actively participate in a number of education sessions that are directly applicable to my work and allow me to network with a number of government, industry and academia peers and experts. **ITC is the premier annual event for telemetry professionals worldwide**, offering technical sessions, short courses that earn CEUs, exhibits, and panels focused on flight test, range instrumentation, spectrum management, and emerging telemetry technologies critical to the Department of Defense’s Test and Evaluation (T&E) mission.

My attendance will directly support *[Organization/Program Name]* by contributing to my professional development in the following ways:

* **Direct Alignment with My Field of Study**:
ITC’s focus on telemetry—including data acquisition, RF communications, signal processing, and systems integration—aligns closely with my current responsibilities and technical growth objectives.
* **Access to Industry-Leading Research and Innovation**:
Exposure to the latest research, technology demonstrations, and trend analyses from leading aerospace, defense, and commercial telemetry organizations will strengthen my understanding of both foundational and cutting-edge developments in the field.
* **Hands-On Learning and Technical Sessions**:
The practical sessions and short courses offered at ITC provide immersive, expert-led training that will enhance my technical capabilities and support real-world application within ongoing and future projects.
* **Networking with Subject Matter Experts and Professionals**:
ITC attracts a global community of telemetry professionals, engineers, and scientists. Engaging with this network will allow me to exchange knowledge, gain insights, and form valuable professional connections that support collaboration and innovation.
* **Support for Institutional and Program Goals**:
The insights, tools, and strategies I gain will directly benefit our organization. Attending will enable me to bring back applicable techniques, tools, and strategies that can be shared with colleagues and integrated into projects, enhancing team capability and innovation.

Participation will enhance my ability to support ongoing and future test efforts, improve system interoperability, and inform strategic planning efforts within our organization. Conference registration fees are modest, and I will seek cost-effective travel and lodging accommodations.

**Conference information, agendas, and travel justification materials are available at**[**www.telemetry.org**](http://www.telemetry.org/).

Thank you for your consideration of this request. I am confident that attending ITC 2025 will significantly benefit our team and the broader mission.

Respectfully,

[Your Name]
[Your Title/Rank]
[Your Organization]