

Hello [Supervisor's Name],

I am requesting your approval to attend **AIAA AVIATION Forum**, 8–12 June 2026, in San Diego.

AIAA AVIATION Forum covers the entire integrated spectrum of aviation business, research, development, and technology, and brings together nearly 2,500 participants from across the globe representing hundreds of government, academic, and private institutions. The forum will deliver technical programs, workshops, and thought leaders to discuss the latest research and development innovations driving a new era of urgency for efficiency in aviation.

This is a great opportunity for me to be a part of the conversation and bring inspiration and innovation to share with my peers. It's a chance to connect with colleagues at the only gathering of its kind, with content tailored to help me stay on top of new opportunities, trends and tools. Most importantly, it will provide me with new information and ideas to bring back to our team.

Here's an estimated cost breakdown for me to attend:

Registration Rate \$USD [rate + note early-bird rate/deadline unless it has passed]

Hotel: \$[rate x #nights]

Other Travel Expenses: \$[estimate]

**Total: \$[total]**

My registration fee includes five days of technical sessions, general sessions, networking and sharing time with colleagues and exhibitors to discover the latest products and services to boost the effectiveness of our strategies.

AIAA AVIATION Forum's reputation as the leading technical aviation event is unmatched, and I'm confident this will give me fresh insights that we can use on our team.

Thank you for considering this request.

Sincerely,

[Your Name]