

**Date:**  
**Agency/Office Name:**  
**Address:**

**Re: 2025 Benchmark Summit Conference Proposal**

Dear [Supervisor/Approving Authority],

I am writing to request approval to attend the Benchmark Summit (Benchmark Analytics User Group), scheduled for September 15-17, 2025, in Chicago, Illinois. This conference is dedicated to advancing public safety technology, research, and training. Attending will offer valuable insights and learning opportunities that will significantly enhance our agency's operations and overall effectiveness.

The Benchmark Summit will feature keynote speakers, hands-on sessions with peers from other agencies, and interactive workshops, offering attendees valuable insights into the latest trends and innovations in law enforcement. Key topics will include officer wellness, early intervention, AI applications in law enforcement, and in-depth sessions on Benchmark Management System modules such as Use-of-Force and Internal Affairs. Additionally, this event will provide ample networking opportunities, allowing participants to connect with colleagues from other agencies, exchange best practices, and build relationships that will benefit both our team and the communities we serve.

Key areas where my attendance will contribute to our department's goals include:

- **[Add specific project or initiative]:** Learning about the latest tools and technologies that could enhance our [specific project or department goal].
- **[Add specific project or initiative]:** Gaining insights into new strategies for improving [specific initiative, e.g., officer wellness, early intervention].
- **[Add specific project or initiative]:** Understanding emerging trends in law enforcement policy and operations that will inform our current and future procedures.

By attending this Summit, I will also be able to bring back valuable knowledge on public safety best practices, new technologies, or operational strategies. I will prepare a post-conference report, summarizing key takeaways and how these new ideas can be applied to our agency's ongoing efforts.

Thank you for your consideration of this request. I look forward to discussing this further and am happy to provide additional details about the conference if needed.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Agency Name]