**[Your Name]**  
[Your Job Title]  
[Department/Organization Name]  
[Email Address]  
[Phone Number]

**[Today’s Date]**

**[Manager’s Name]**  
[Manager’s Title]  
[Organization Name]

**Subject: Request to Attend the Aerial Evolution Conference – November 4–6, 2025**

Dear [Manager's Name],

I am writing to request your support for my attendance at the 2025 Aerial Evolution Association of Canada (AEAC) Conference, taking place from November 4th to 6th at the Edmonton International Airport (YEG). This annual event is Canada’s leading RPAS industry conference, bringing together key stakeholders from across the country—including regulators, innovators, service providers, public safety organizations, and academic institutions.

This year, the conference theme is *Elevating Aerial Innovation: Canada’s Leadership Role in Drones and Advanced Air Mobility*. Attending this conference will allow me to gain critical insights into the rapidly evolving aviation ecosystem in Canada and bring back relevant knowledge, best practices, and connections that can support our current and future initiatives such as [mention specific tie-in].

Highlights of the 2025 conference will include:

* **Keynote presentations** from Canadian leaders in the RPAS sector (to be announced)
* **Workshops** providing tangible value in recency renewal, RPAS Operation Manual development and Level 1 Complex mission planning
* **Panels** focused on regulatory updates, BVLOS operations, public safety applications and advanced air mobility
* **Exhibitor showcase** of cutting-edge drone technologies and services
* **Networking opportunities** with industry experts, government representatives, and academic researchers

These sessions will be directly relevant to my work in [briefly mention your area of focus or project], and I anticipate several opportunities to bring back actionable insights that can contribute to our goals.

**Estimated Costs**

|  |  |
| --- | --- |
| **Expense Category** | **Estimated Cost (CAD)** |
| Conference Registration | [$[View options here]](http://aerialevolution.ca/) |
| Airfare (round trip) | $[Estimate] |
| Hotel (3–4 nights) | $[Estimate] |
| Per Diem / Meals | $[Estimate] |
| Ground Transportation | $[Estimate] |
| Total Estimated Cost | **$[Insert Total]** |

*Note: Early bird registration pricing and accommodation discounts may be available; I will monitor for updates and apply where possible.*

I am confident that my participation will offer a strong return on investment for our team and organization. I would be happy to provide a post-conference report and presentation summarizing key takeaways and recommended next steps for our work.

Thank you for considering this request. Please let me know if I can provide any additional information to support your decision.

Sincerely,  
**[Your Name]**