

[Insert Date]

Dear [Insert Name],

This letter is to request approval to attend the Association of State Uniform Crime Reporting Programs (ASUCRP) Annual Conference from Monday November 13, 2023, to Thursday, November 16, 2023, in Round Rock, Texas.

The 2023 ASUCRP Conference is the one time of the year that all State Program Managers throughout the United States can gather and discuss updates, changes, new data collections, and best uses of the data collected. Additionally, the FBI Crime/Law Enforcement Stats (Uniform Crime Reporting Program) Director, auditors, and trainers can receive feedback from the state entities as well as deliver updates in policy, procedures, and technical updates. Vendors are also welcomed to showcase record management systems and repositories to discuss technical specifications and assistance granted to agencies at both a state and local level.

The conference also allows for networking opportunities for attendees and a glimpse into the practices nationwide. The sessions provide information for the seasoned State Program Managers as well as those new to the Uniform Crime Reporting data collections. The conference will include sessions including, but not limited to:

Topics to be discussed include:

* Applying for Federal Grants
* NIBRS Data Uses & Visualizations
* Updated FBI NIBRS Tech Spec & User Manuals
* Audit Program Overview and Top Findings
* State Data Collections Overview

I am sure you will agree that my attendance at ASUCRP 2023 Conference will benefit the agency.

Thank you for your consideration,

Sincerely,

[Insert Your Name]

[Insert Your Title]