Subject: Request for Approval to Enroll in Clemson Drone UAS Mission Administration Course

Dear [INSERT SUPERVISOR NAME],

I hope this message finds you well. As part of my ongoing professional development, I am writing to seek your approval to enroll in the **UAS Mission Administration course**, an advanced training program offered through Clemson University’s Clemson Drone professional development initiative. This course provides specialized training for experienced UAS pilots and administrators managing multi-crew UAS programs, offering skills and certifications that align directly with our organization’s operational goals.

Here are a few highlights of what the course includes:

* Advanced mission planning techniques and real-world scenario simulations using Virtual 3D walkthroughs, enhancing operational readiness.
* Comprehensive instruction on Standard Operating Procedures (SOP) creation, utilizing cutting-edge AI tools for streamlined documentation.
* Hands-on experience with NIST-based flight proficiency assessments, which are critical for maintaining the highest operational standards.
* Weekly live sessions with Dr. Joe Burgett, a nationally recognized UAS researcher, providing expert guidance and personalized feedback.

Additionally, upon completion of the course, I will earn three industry-recognized certifications that demonstrate my expertise:

* AUVSI Trusted Operator Level 1, 2, and 3 Certifications, which validate advanced knowledge in UAS operations and administration.

**Here is an estimate of the total costs for enrolling in the course:**

- Registration: $3,500

- 4 hours per week for 8 weeks.

**Total projected costs: $3,500 and 24 hours of release time**

Given the advanced curriculum and the practical, mission-focused skills I will acquire, I am confident that this investment will deliver significant returns for our team, including improved operational efficiency, enhanced compliance with industry standards, and expanded capabilities in UAS program administration.

You can find more details about the UAS Mission Administration course on the Clemson Drone website at [www.clemsondrone.com](https://www.clemsondrone.com). I am happy to provide additional information or discuss this opportunity further at your convenience.

Thank you for considering my request. I look forward to your feedback and am eager to contribute to our team’s continued success through this advanced training.

[INSERT YOUR NAME]

[INSERT YOUR TITLE]