MEMORANDUM FOR Chief Financial Officer

and Assistant Secretary for Administration

FROM: [*NAME*]

[*Bureau,* Deputy Under Secretary]

[*NAME]*

[*Bureau,* Chief of Staff]

SUBJECT: [*Bureau*] Conference Exemption Request

Based on the guidance provided by the Department of Commerce Conference Policy dated September 2016, we request an exemption for the [Conference Title].

We believe the exemption is warranted because [Provide justification and reference appropriate sections of DOC conference policy. In addition, include as attachments any items that will support your request for an exemption.]

We request an exemption based on the information submitted at this time. We recognize that we must proceed with the standard pre-approval process until this exemption is approved. If the conference deviates from materials submitted in this memorandum, we will seek further approval from the Department.