<Date>

Dear <Manager>,

I would like to request funding to attend the American Probation and Parole Association (APPA) Winter Training Institute in Miami, March 10-13, 2019. Attendance at this training institute will enable me to go to a variety of educational sessions, as well as give me access to a network of leading professionals from the community corrections field.

With three general sessions and over 60 different breakout sessions, I have identified several that make this year’s APPA Winter Training Institute vital to community corrections professionals. All these sessions will help our office to stay ahead of a challenging environment. These sessions will provide solutions to many issues that our community faces. The ideas, best practices, contacts, and tools I will gain from this training will be shared with you and all my co-workers upon my return.

To make your decision easier, I have broken down the costs for me to attend this training:

Registration: $365/individual member, $370/agency member; $425/non-member

Hotel: $192/night+taxes/fees

Round Trip Airfare: xxx

With such a great offering of educational content, having representatives from < Your Agency Name > at this training will allow our team to learn best practices that will help us create lasting change in the community corrections world.

You can find more information about the [APPA Winter Training Institute by visiting the website](http://www.appa-net.org/institutes/2019-Miami/attend/).

Sincerely,

<Your Name Here>