< Date >

Dear < Manager >,

I’d like to request permission and funding to attend the 44th Annual Training Institute of the American Probation and Parole Association (APPA), August 18-21, 2019, San Francisco, CA. As you know, APPA is the leading professional membership association for those in the community corrections field. APPA’s bi-annual training institutes offer an opportunity to attend a variety of educational sessions, assess available resources, and network with leading pros in the industry.

With three general sessions and over 80 different breakout sessions, I’ve identified countless workshops that make this year’s training institute vital to my work as a community corrections professional. The workshops and general sessions will provide solutions to many issues we face as well as offer ideas and information to help me stay ahead of the challenging work done in this environment. Upon my return to the office, I will share best practices, contacts, resources, tools, and trends with you and my co-workers.

To help with your decision, here is the cost breakdown for me to attend the training:

Registration: $ 385/individual member; $390/agency member; $445/non-member

Hotel: $ 270/night + taxes/fees (Government Per Diem)

Airfare (RT): $xxxx

Per Diem: $76 per day

**TOTAL** **$**

With such great educational content, having representatives from < Your Agency Name > at this training will allow our team to learn and gain valuable insight and information that will help us create lasting change in our community corrections world. You can find more information about the Annual Training Institute by visiting APPA’s website, [appa-net.org](http://www.appa-net.org/eweb/).

Thanks for your thoughtful consideration of my request.

Sincerely,

< Your Name Here >