< Date >

Dear < Manager >,

I’d like to request permission and funding to attend the American Probation and Parole Association’s (APPA) Virtual Training Institute February 22-26, 2020. As you know, COVID-19 has limited our ability to train in person. APPA is assisting the community corrections field by allowing our office to train safely online instead. Their training institutes offer a unique opportunity to attend numerous educational sessions, assess available resources, and network with other leaders in the industry.

With more than 30 sessions and learning opportunities, I have found numerous reasons which make this virtual training institute essential to our work as community correction professionals. This training will address many of the issues we face while providing ideas and information to help me stay ahead of the challenging work required in this environment. Following the training institute, I will share best practices, contacts, resources, tools, and trends with you and my co-workers.

To help with your decision, the cost to attend the institute is:

**Early Bird Registration** (through January 21): $170/individual member; $230/non-member  
Registration (after January 21): $230/individual member; $290/non-member

Because the event is virtual, there will be no travel or hotel expenses to take part in this opportunity.

I don’t want to miss out on this educational content and having representatives from < Your Agency Name > at this training will allow us to gain valuable insight and information that will create lasting change in our community corrections world. You can find more information about the Virtual Training Institute by visiting APPA’s website, [appa-net.org](https://www.appa-net.org).

Thank you for your thoughtful consideration of my request.

Sincerely,

< Your Name Here >