< Date >

Dear < Manager >,

I’d like to request permission and funding to attend the American Probation and Parole Association’s (APPA) Winter Training Institute in Atlanta, January 30-February 2, 2022. As you know, COVID-19 has limited the ability to train in-person, so this opportunity with APPA is the only the second of its kind in over two years. APPA’s bi-annual training institutes offer a unique opportunity to attend numerous educational sessions, assess available resources, and network with other leaders in the industry.

With three plenary sessions and more than 40 breakout workshops, I’ve identified numerous sessions which make this year’s training institute essential to my work as a community corrections professional. The offerings 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:

Registration: $345/individual member; $395/agency member; $460/non-member

If we aren’t able to attend in person, APPA is offering a Virtual Experience for probation and parole teams like ours to participate online. The cost is $146 per person for members and $195 for non-members, but there are discount rates for larger groups.

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 2022 Winter Training Institute by visiting APPA’s website, [appa-net.org](http://www.appa-net.org/eweb/).

Thank you for your thoughtful consideration of my request.

Sincerely,

< Your Name Here >