

< Date >

Dear < Manager >,

I'd like to request permission and funding to attend the American Probation and Parole Association's (APPA) 48<sup>th</sup> Annual Training Institute in New York, August 27-30, 2023. 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 60 breakout workshops, I've identified numerous sessions which make this year's training institute essential to my work as a community corrections professional. In New York, APPA will also feature two special offerings, a Women's Symposium and a Juvenile Justice Forum. 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 registration cost to attend the institute is:

- \$590/individual member
- \$605/agency member
- \$650/non-member

If unable to support my attendance in person, APPA is offering a virtual experience for teams like ours to participate online. The cost is \$210 per person for APPA individual members and \$270 for non-members. Discounted rates for larger groups are available.

I don't want to miss out on this educational content and having representatives from < Your Agency Name > at this training. It 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 48<sup>th</sup> Annual Training Institute by visiting APPA's website, [appa-net.org](http://appa-net.org).

Thank you for your thoughtful consideration of my request.

Sincerely,

< Your Name Here >