< Date >

 Dear < Manager >,

I’d like to request permission and funding to attend the American Probation and Parole Association’s (APPA) 2023 Winter Regional Training Institute as marked below:

* COLUMBUS, OHIO (Region II) - Jan. 23-25, 2023
* NEW ORLEANS, LOUISIANA (Region III) - Jan. 29-31, 2023
* OMAHA, NEBRASKA (Region IV) - Feb. 5-7, 2023
* PHILADELPHIA, PENNSLYVANIA (Region I) - Feb. 19-21, 2023
* LOS ANGELES, CALIFORNIA (Region V)  - Feb. 26-28, 2023

APPA’s regional training institutes are being offered in place of the one winter training institute to allow more people to experience an in-person training event with reduced travel expenses. It offers a unique professional learning and networking opportunity with numerous educational sessions along with other professionals in the industry. I will attend accredited workshops touching on all aspects of pretrial, probation, and parole and receive a certificate of attendance, contact hours, and/or continuing education credits to help boost our agency’s successes.

With plenary sessions and 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 field. Following the regional training institute, I will share best practices, contacts, resources, tools, and trends with you and my co-workers.

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

|  |  |  |
| --- | --- | --- |
| **Membership Type** | **Early Bird Registration** | **Late Registration** |
| Member Individual | $310 | $325 |
| Member Agency | $315 | $330 |
| Non Member | $360 | $385 |

Because the regional meetings are held locally, this a terrific opportunity to access educational content and have representatives from < Your Agency Name > attend with reduced expenses. Special group discount pricing is also available to 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 training institute by visiting APPA’s website at [appa-net.org](http://www.appa-net.org/eweb/).

Thank you for your thoughtful consideration of my request.

Sincerely,

< Your Name Here >