



Date: _____

Dear _____,

I am writing to request permission and funding to attend the American Probation and Parole Association’s 51st Annual Training Institute, August 16-19, 2026, in Chicago, IL. Attending this prestigious training institute will provide me with invaluable opportunities to enhance my knowledge in community corrections.

Numerous workshops will be offered, focusing on topics such as health, wellness, officer safety, juvenile justice, leadership and management, racial justice, reform, and evidence-based best practices that support effective program development and evaluation. APPA is also offering unique Intensive Sessions for deeper engagement on key topics in community corrections.

With countless learning and networking opportunities to connect with like-minded professionals, these training components will provide a sense of encouragement and inspiration, leaving me empowered to return to my office, not only to share my experiences with peers but also to continue contributing value to my organization. I eagerly look forward to sharing insights on best practices, contacts, resources, tools, and trends following the training institute.

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

Registration Rate	Early Bird Rate By 6/16/2026	Late Rate After 6/16/2026
Member	\$585	\$645
Non-Member	\$645	\$705
Agency Member	\$590	\$650

If you are unable to support my in-person attendance, APPA is offering a virtual, online training institute experience. The cost to participate in the virtual training institute is only \$100.

I do not want to miss this exceptional educational opportunity. Having representatives from _____ at this training will allow us to gain valuable insight and information that will contribute to lasting change in our community corrections world. You can find more information about the APPA’s 51st Annual Training Institute by visiting the website at appa-net.org.

Thank you for your thoughtful consideration of my request.

Sincerely,
