



Date: _____

Dear _____,

I am writing to request permission and funding to attend the American Probation and Parole Association's 2027 Winter Training Institute, January 24-27, 2027, in New Orleans, LA. 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, reform, and evidence-based practices that support effective program development and evaluation. APPA also offers 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 training institute is:

Registration Rate	Early Bird Rate By 11/20/2026	Late Rate After 11/20/2026
Member	\$635	\$695
Non-Member	\$695	\$755
Agency Member	\$650	\$710

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 2027 Winter Training Institute by visiting the website at appa-net.org.

Thank you for your thoughtful consideration of my request.

Sincerely,
