## *(Date)*

Dear (*Name) [Professor or Manager]*,

I request your approval to attend the SHPExchange Conference in from (*dates)*, 2023.

This conference offers professional development and learning opportunities for leading Hispanics in STEM. The virtual event will feature keynote speakers and in-depth workshops lead by industry experts. Additionally, the event offers a virtual career fair, mentorship opportunities featuring one-on-one connections, group networking, and more.

Attending will provide me with new resources, leading education trends and ready-to-implement strategies to help me continue to build my skills as an upcoming STEM professional, career planning, and confidence. The usual benefits I get from attending SHPE events that I’m specifically interested in are:

* *Example 1 (i.e. Networking)*
* *Example 2 (i.e. Learning Career Tactics/Best Practices)*
* *Example 3 (i.e. Building Connections for future employment, support, etc)*

I’ve broken down next steps I’ll take to support your decision for me to attend:

Classwork/Labs/Projects: *list details of upcoming details, classes you’ll miss & how you’ll be proactive to make up the time missed (schedule quiz ahead of time)*

*[only include if you’re asking for funds/financial support for you to attend]*

*Event Registration: cost*

Please feel free to visit the SHPE website for additional information: <https://shpe.org/shpexchange/>.

Thank you in advance for your consideration, and I look forward to discussing further!

Sincerely,

*Your Name*