[Date]

Dear [Supervisor’s Name],

I am writing to request approval to attend the [American Political Science Association’s 2024 Annual Meeting and Exhibition](https://connect.apsanet.org/apsa2024/), being held September 5-8 in Philadelphia, PA. The American Political Science Association (APSA) is the leading professional organization for the study of political science and serves more than 11,000 members in more than 100 countries. Their Annual Meeting is a prestigious conference drawing political scientists from all fields of inquiry, regions, and occupational endeavors within and outside academe to deepen our understanding of politics, democracy, and citizenship throughout the world.

A few of the many benefits of participating in APSA’s Annual Meeting are highlighted below:

* **Professional Development**: APSA’s Annual Meeting features more than 1,200 panels and provides over 25 hours of educational content. These sessions will focus on both the broader topics in political science, as well as those within [your specific discipline].
* **Opportunities for Collaboration**: With over 6,000 attendees, I will be able to connect with numerous experts in political science. This offers a unique opportunity to share experiences and establish connections with leaders in [the field/your specific discipline]. Relationships formed at this meeting can open doors to partnerships that may positively impact our [department/institution].
* **Departmental Improvement**: In addition to sharing the knowledge gained at panels with my colleagues, I will also bring back the insights gained by visiting with exhibitors. Over 60 companies showcase their products and services which can greatly benefit not just myself, but our [department/institution].
* **Teaching and Learning**: As an instructor at a [community college/teaching-focused institution], the full day teaching and learning mini-conference (TLC at APSA), the Political Science Education panels, and Civic Engagement panels will provide invaluable opportunities to learn about innovative teaching techniques and pedagogical approaches to promoting inclusion, civic engagement, and student engagement.

I understand that we must be conscientious of how our [departmental/institutional] funds are spent given the current economic conditions. Therefore, I have included a cost breakdown below. Please note that as a member of APSA, I receive a significantly discounted [60% for regular members/72% for student, HS teachers, TIM members] registration rate. By registering by July 10, I will receive an additional [$75 for regular members/$50 for student, HS teachers, TIM members] discount.

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| Registration | $ | [[APSA Registration Rates](https://connect.apsanet.org/apsa2024/registration/)] |
| Airfare | $ |  |
| Hotel | $ | [[APSA Housing Rates](https://connect.apsanet.org/apsa2024/housing/)] |
| Meals | $ |  |
| **Total Cost** | **$** |  |

I am confident that attending APSA’s Annual Meeting is an investment that will greatly benefit my professional development, offer opportunities for future collaboration, inform and enhance my teaching, and provide insights that will enhance our [department/institution] as a whole.

Thank you for considering my request and I look forward to your positive response.

Sincerely,

[Your Name]