[Date]

[Employer/Supervisor]

[Company Name & Address]

[Phone and/or email]

Dear [Addressee],

I am writing to request your support in attending the 2022 SHPE National Convention. As the largest gathering of Hispanic students and professionals in STEM (science, technology, engineering, and mathematics), this convention supports my professional and personal development goals, provides the opportunity to expand my knowledge base, technical skills, leadership competencies, and widens my professional network.

**A Convention for Professionals**

SHPE’s missionis tochange lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development. There will be dedicated sessions and events geared towards professional and leadership development (for all professional levels), forums to learn from those with real-life industry experience, and networking opportunities with leaders in my field.

Providing the registration fee and covering my travel costs would make it possible for me to attend. The estimated travel costs are $xxx and the registration fee, if paid prior to September 30, is $235. The cost does increase after this date so I would like to secure this before the increase of costs. The total cost for me to attend is $x,xxx (registration plus travel). I would like to additionally request to take off November 2 - 6 off from work in order to fully participate in the convention and all included sessions.

I hope that you view this experience as I do: A demonstrably worthwhile event that will further my development and allow me to be a more knowledgeable and effective employee.

Thank you for your consideration of this request. I look forward to discussing my attendance further, and, hopefully, sharing with you all that I have learned from my experience at SHPE’s 2022 National Convention.

Sincerely,

[Name]

[Title within your organization]