Dear < S*upervisor’s name* >,

I would like to represent our organization by attending the AISAP Annual Institute from June 25-28, 2023 in La Jolla, CA. The Institute is the only gathering of Admission and Enrollment Professionals focused *solely* on the art and science of my profession.

AISAP has gathered practitioners and experts from around the globe to educate the profession on the essential elements and aspects of the work of Admission and Enrollment. As you know, this is a critical time where the challenges and implications of success around enrollment are paramount. I feel this is an excellent opportunity to learn about the latest in the independent and private school admission and enrollment community, participate in tactical training, and network with organizations and colleagues from around the world.

Since the event is in-person this year, there are travel expenses to participate in the Institute. I would anticipate hotel costs of around $900 and airfare of <*insert current average rate for a Sunday am arrival and Wednesday pm departure*>. Furthermore, AISAP has reduced the rate to have additional team members join in this event. Here is the cost breakdown:

* $1,595 US each for Individual AISAP Members
* $2,250 US each for Individual Non-Member
* $1,196 US each for Multiple Registrations (must have 2 or more people register together)
* $995 Faculty
* $995 Cohort Leaders

Thank you in advance for considering this request!

Sincerely,