Dear < S*upervisor’s name* >,

I would like to represent our organization by attending the AISAP Annual Institute from June 22-25, 2025 in Bethesda, MD. 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, there are travel expenses to participate in the Institute. I would anticipate hotel costs of approximately $900 in addition to airfare. Furthermore, AISAP has reduced the rate to have additional team members join. Here is the cost breakdown:

* $1,495 US each for Individual AISAP Members
* $2,125 US each for Individual Non-Member
* $1,295 US each for Additional Team Member Registration.

Thank you in advance for considering this request!

Sincerely,