

Dear (insert supervisor name),

I am hoping to attend the AIA Illinois Early Professionals Summit on September 20 & 21, 2025. This year's event will be held in the Hyde Park neighborhood of Chicago at the David Rubenstein Forum. Attending the conference would be a great opportunity for me *(insert two to three reasons you would like to attend the conference)*.

While I am excited about attending the EP Summit, I would be incredibly grateful if the office could assist in the cost of attending. I would be happy to share with the office things I have learned in a short presentation or email after attending as well.

Below you will find a breakdown of conference related expenses and a letter from AIA Illinois President and EP Summit Chair detailing the benefits of the conference.

Estimated investment:

- Registration: \$50*
- Hotel: \$259 (plus tax)
 - *(if splitting with friend / coworker be sure to adjust; if you live in Chicago and would stay at home, delete line.)*
- Travel: \$XX
 - *(list cost of Amtrak tickets, CTA costs or approximation of driving costs)*
- Total: \$XX *(total above information)*

*The event's registration fee covers 2 keynote sessions, 4 EP-tailored breakout sessions, 2 architectural tours, 2 lunches and Saturday dinner.

Since the event takes place on Saturday and Sunday, I will not need any time off.

I am really excited about the opportunity to attend the EP Summit. Again, I think it would be a fantastic chance to *(reiterate at least one reason you would like to attend)*. Please let me know if you have any questions.

Thank you for considering my request!

Your Name