[Date]

Dear [Recipient’s Name]:

I’m writing to request your support for my attendance at the 2025 AFA Annual Meeting, taking place December 8–11 in Las Vegas, Nevada. As we continue to adapt to evolving student needs and shifting dynamics in higher education, it is essential that our staff remains proactive in advancing the fraternity/sorority experience. The Annual Meeting provides professionals in and around the fraternity/sorority industry opportunities to access high-quality professional development and to meaningfully connect with colleagues around shared challenges at an affordable price point. Attending this conference will directly support [your institution / organization]’s strategic goals by equipping me with cutting-edge practices to foster student engagement, retain membership, and elevate developmental outcomes.

The AFA Annual Meeting is the premier professional development opportunity for those working in fraternity/sorority life. It offers a wide range of targeted, high-impact educational sessions led by thought leaders and experts in the field. By participating, I will deepen my understanding of current trends, emerging issues, and proven strategies that can immediately strengthen our programs, optimize operations, and enhance the student experience.

Equally valuable are the unparalleled networking opportunities the AFA Annual Meeting provides. I’ll be able to collaborate with peers and key stakeholders across the fraternity/sorority industry, including many who directly influence or support our students at [institution / organization name]. These connections foster innovation, spark partnerships, and contribute to long-term success for our campus community.

Upon returning, I will synthesize and share key takeaways with our team, translating insights into actionable steps that align with our departmental and [institutional / organizational] objectives. The professional growth I gain will have a ripple effect—enhancing not only my contributions, but also the impact of our entire office.

For your review, I’ve included a breakdown of anticipated expenses and a benefits worksheet that maps this opportunity directly to our departmental priorities.

I’m confident that attending the 2025 AFA Annual Meeting represents a sound investment in professional development that will benefit me and our institution. Thank you for considering my request.

Best regards,

[name]