[Insert Date]

Dear [Insert Supervisor’s First Name],

As we continue to work to foster and improve student learning and institutional quality, I would like to bring to your attention a great opportunity that would help us improve our assessment processes and document evidence of student learning. As you know, assessment is fundamental to self-review and improvement, essential to regional and specialized programmatic accreditation, and intrinsic to our promises of assurance of learning. There is an upcoming conference hosted by the Association for the Assessment of Learning in Higher Education (AALHE) which I believe would benefit my work with **[Insert Institution Name]**.

AALHE is committed to developing educators and informing assessment practices in higher education to foster and improve student learning and institutional quality. The 2024 Assessment Conference provides attendees with the opportunity to attend sessions in the assessment areas of data, engagement, inclusion, and innovation to learn from theory-to-practice examples, address critical issues, and explore promising practices in assessment in higher education. The conference will take place June 3-6, 2024, in Portland, Oregon.

If supported to attend AALHE 2024, my attendance would benefit **[Insert Institution Name]** as I would:

* Choose from sessions covering an array of topics about the assessment of student learning
* Develop assessment skills and strategies that translate theory to practice and address specific assessment challenges
* Access new research and innovations in assessment led by some of the top thinkers in assessment
* Network and connect with assessment colleagues to learn about promising practices and identify how we can adjust or improve our approach to assessment

Attending this conference would allow me to return with ideas, materials, and skills in assessment to positively impact our institution.

The full price for registering for the conference as a non-member is $**[Insert Applicable Non-Member Rate]**, but this registration fee can be reduced to $**[Insert Applicable Member Fee]** by registering as an AALHE member (membership fee of $**[Insert Applicable Membership Fee]**) and registering before the Early Bird Deadline, April 9, 2024.

My travel expenses would include:

 Flight and Ground Transportation **[Insert your applicable fees if flying]**

 Mileage and On-Site Parking **[Insert your applicable fees if driving]**

 Hotel: **[Insert your applicable fees if staying at hotel]**

 Meals: **[Insert your applicable fees if eating on-site]**

 OR No Travel Fees **(List this if attending conference online only)**

Understanding the institution’s investment in this professional development and learning opportunity, to keep costs reasonable, I plan to (**select one or many:** drive with colleagues, book my flight early, share a hotel room with a colleague, etc.).

Further, if you believe this opportunity would be valuable for others at **[Insert Institution Name]**, AALHE also has special Institutional Membership Rates and reduced Institutional Member Conference Registration Rates so several can benefit from the learning.

The intentional and focused nature of this conference on assessment in higher education would be a beneficial use of my time and departmental resources given the many ways it will support our assessment practices. Attending this conference would allow me to bring new ideas and materials to positively impact our institution. Thank you for your consideration of this opportunity.

Sincerely,

**[Insert Your Name Here]**