Dear [SUPERVISOR],

With your permission, I would like to attend the Indiana Society of Association Executives (ISAE) Young Professional Summit on Tuesday, October 26 from 12:45 – 4:00 pm at the Bottleworks Hotel in Indianapolis.

This program will provide actionable, effective and realistic solutions to the unique challenges young professionals face at this early career stage. The educational sessions cover effective networking techniques as well as best practices in balancing productivity with mental and physical well-being.

I am most interested in the session covering [TBA] because [TBA].

As an ISAE member, this event will cost $65 and count for three 3 CAE credit hours towards my overall professional development.

More information about the event can be found at the [ISAE website](https://www.isae.org/index.php?option=com_jevents&task=icalrepeat.detail&evid=106&Itemid=115&year=2021&month=10&day=26&title=young-professional-summit&uid=345f42b1bd3da9b8a17be72123d12cd4), or please let me know if you have any questions.

Thank you,

[NAME]