**\*STUDENT EMAIL TEMPLATE\***

Dear [(Professor or Dr) Name],

I am writing to request your approval to miss (examinations/assignments/classes) on October \_\_\_\_, 2017 to attend the 2017 Society of Asian Scientists and Engineers (SASE) [National Conference and STEM Career Fair](http://conference.saseconnect.org/) in Schaumburg, IL. This professional conference is an opportunity for learning and networking with professional leaders from 70+ companies. There are educational workshops addressing topics such as team leading, diversity representations, and professional networking. Last year’s conference in Dallas, TX was extremely successfully with 2,700 attendees and [this year’s conference will surpass that](http://conference.saseconnect.org/images/2017NC/SASENC2017-Sponsor-Kit-web.pdf)! Our SASE chapter (faculty) advisor has approved this event as a professional event and this conference is a huge opportunity for me to:

<Pick and choose for yourself>

* learn about and develop various leadership skills
* secure a job/internship/coop
* expand my professional network
* visit corporate facilities
* attend leadership summit or help strengthen my organization (for eboard members)
* participate in science/engineering competitions (if you are participating in SASEtank or SASEhack)

[SASE is a national organization](http://www.saseconnect.org/) that has over 70+ chapters nationwide and is sponsored by many Fortune 500 companies. SASE’s mission is to prepare Asian heritage scientists and engineers for success in the global business world, celebrate diversity on campuses and in the workplace, and to provide opportunities for members to make contributions to their local communities.

<Explain further actions that you will do before or after missing classes/examinations/assignments for NC>

* Make up the missed work
* Reschedule an exam for a later time
* Take an exam or submit an assignment at an earlier time

Sincerely,

[Your name]