August 15, 2018

<INSERT DATE>

Dear <INSERT NAME>,

I am writing to request <INSERT COMPANY>’s support of my involvement in the Society of Asian Scientists & Engineers (SASE) annual conference, NC2018.

SASE is one of the largest non-profit organizations dedicated to the diversity and leadership of Asian Pacific Islander Americans (APIA) in engineering and technology. I have been a SASE member for <INSERT NUMBER> years, and a <INSERT COMPANY> employee for <INSERT NUMBER> years. My involvement with SASE has provided a forum to grow as a leader, manager, public speaker and overall engineer/scientists. The professional development skills I gain with SASE and the Society’s events allow me to reach my fullest potential as an employee at <INSERT COMPANY>.

**About NC2018**

NC2018 is the largest conference and career fair for APIA in engineering and technology, expected to attract 3,000+ attendees in Schaumburg (NW Chicago), IL this year. The event provides the opportunity to network with like-minded individuals and engage in professional development. NC2018 is the only group that provides training to APIA STEM professionals.

NC2018 will take place at the Schaumburg Convention Center October 4-6, 2018. There will be over 40+ panel discussions, workshops, demonstrations and educational sessions that will help me develop my skills as a <INSERT ROLE> at <INSERT COMPANY>. Specifically, I would look forward to attending <INSERT MORE DETAILS ON SESSIONS THAT PERTAIN TO YOUR ROLE>.

More information about NC2018 can be found at [conference.saseconnect.org](https://conference.saseconnect.org/)

**Investment**

The following table demonstrates areas in which <INSERT COMPANY> can provide support to offset the costs associated with my involvement in NC2018.

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Notes** |
| Registration | $725 | Varies based on membership status and relevant discounts |
| Hotel | $1000 | Approximately $150/night for 4 nights |
| Travel | $400 | Round-trip airfare |
| Meals/Incidentals | $150 | $50/day |

**Company Exposure**

In addition to my request above, I’d like to encourage <INSERT COMPANY> to explore a presence at NC2018, as this is a perfect opportunity for significant brand recognition and recruiting. SASE’s career fair features many of the topi scientific, engineering and technology organizations seeking qualified candidates for jobs. NC2018 is a great place for <INSERT COMPANY> to tap into this market of APIA engineers for open roles. Over 80% of last year’s attendees had a GPA of 3.0 or better

By partnering with SASE, <INSERT COMPANY> would be aligning themselves with a premier organization promoting diversity and inclusion in the workplace.

**About SASE**

SASE supports engineers, scientists, technologists and leaders through networking and professional development. SASE is the only and premier organization in this space. It is an organization that has supported APIA for more than 10 years as they seek to be their authentic selves in all stages of their careers, and continues to be an organization that I personally value very highly in my own professional development.

SASE is dedicated to the advancement of Asian heritage scientists and engineers in education and employment so that they can achieve their full career potential. In addition to professional development, SASE also encourages members to contribute to the enhancement of the communities in which they live.

The SASE Mission is to:

* Prepare Asian heritage scientists and engineers for success in the global business world.
* Celebrate diversity on campuses and in the workplace.
* Provide opportunities for members to make contributions to their local communities.

When comparing these values with the mission, vision, and values of <INSERT COMPANY>, there are noteworthy parallels in the areas of teamwork, integrity, and respect. In addition, supporting SASE aligns with the organization’s mission for national recognition and providing development opportunities for its employees.

**Personal Involvement**

<DETAIL INFORMATION ABOUT SPECIFIC INVOLVEMENT AND LEADERSHIP ROLES IN SASE>

I hope you will consider the information I’ve presented herein and welcome the opportunity to discuss it further. Thank you for your consideration.

<INSERT SIGNATURE>

**Useful Links:**

[www.saseconnect.org](http://www.saseconnect.org)

[conference.saseconnect.org](https://conference.saseconnect.org/)