

Dear [(Professor or Dr) Name],

I am writing to request your approval to miss (examinations/assignments/classes) in October [1-4] to attend the 2025 Society of Asian Scientists and Engineers (SASE) 🙌 [STEM Connect](#) in Pittsburgh, PA. This collegiate and professional conference is an opportunity for learning and networking with professional leaders from several companies. There are educational workshops addressing topics such as team leading, diversity representation, and professional networking. Last year's conference was extremely successful with up to 3,000 registrants! Our SASE chapter (faculty) advisor, [Advisor's name], has approved this event as a professional event, and this conference is a huge opportunity for me to:

<Pick and choose for yourself>

- learn and develop leadership skills
- secure a job/internship/co-op
- expand my professional network
- attend leadership summit or help strengthen my organization (for e-board members)
- participate in science/engineering competitions (if you are participating in the SASE Science Poster Initiative or SASEhack)

🙌 [SASE is a national organization](#) with over 100+ chapters nationwide and is sponsored by many Fortune 500 companies. SASE's mission is to elevate API+ (of Asian Heritage) leaders to positions of high value. By unlocking their career potential, nurturing their inherent leadership skills, and fostering a vibrant community, SASE paves the way for success, amplifies our voices, and drives transformative impact across various fields.

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

- 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]