

Date

Dear (supervisor's name),

I write today to request your permission to attend the 2024 Association of Academic Museums and Galleries Virtual Conference (#AAMG2024), June 24-26. AAMG is the premier resource for academic museums, galleries, and collections, and this year's online conference offers an opportunity to engage in a network of professionalism, community, and knowledge that will greatly strengthen our institution.

Why #AAMG2024? [Your gallery/museum/institution] is uniquely positioned to benefit campus and community audiences. AAMG recognizes that our position offers both challenges and opportunities. In response, the conference's 2024 theme, "Belong," will bring together a diverse range of colleagues in an accessible (and affordable) forum designed to foster inclusive practice.

How will this benefit us? Belonging is a shared value that enables and empowers relationships. Connecting colleagues across the nation with one another in this manner brings us knowledge that can assist in tackling some of our own institutional issues while also offering resources for future growth and sustainability.

The full price conference registration fee is \$XXX, but can be reduced significantly for groups of three or more registrants and by registering before the early bird date of May 1, 2024. Additionally, because this is an online event, travel expenses will not be incurred, allowing for an invaluable experience at a fraction of the cost.

After the conclusion of #AAMG2024, I will prepare a post conference summary, including detailed recommendations that further our own institution's initiatives.

Thank you in advance for your consideration and support.

Sincerely,

[Your name]

[Your title]