

## Sample Request Letter to Attend TEXPERS 2021 Summer Educational Forum

Name of Employee  
Address of Employee  
City, State, Zip Code

DATE

Name of Official  
Position of Official  
Company's Name  
Company's Address  
City, State, Zip Code

RE: Opportunity for Professional Development

Dear [Name of Employer]:

This letter is a formal request for you to consider allowing me to take time off from [place dates you will be out of work] to attend [trustee training and/or the TEXPERS 2021 Summer Educational Forum] to develop my service to [name of your pension fund]. The program is for trustees and administrators of public pension systems in Texas or TEXPERS member firms and vendors interested in the management of public pension systems.

The cost of [provide the registration fees of the programs you are requesting time off to attend. Visit <https://bit.ly/TEXPERS2021EF> to look up Basic Trustee Training and/or forum registration based on your membership classification], which [indicate if you are willing to pay or requesting to be paid by the company/firm/retirement fund on your behalf].

The state requires that I earn continuing education credits due to my service with the pension fund. [attending Basic Trustee Training] [attending the forum] will help me a lot. During my absence from work, my colleague [Name of Colleague] will oversee my work.

Thank you for considering my request. I would be happy to discuss the details of the [insert Training, Forum, or Training and Forum] with you at any time. I can be reached at [Phone Number] or at [Email Address]. The last date for registration for the forum is Aug. 16, and if I register by Aug. 6, I can receive a special room rate at the venue.

Sincerely,  
Signature of Employee  
Printed Name of Employee