SUBJECT: Request for support of my participation in ASCE <Name of Group1>

Dear <Name of Employer/Manager>,

I am requesting your support of my active involvement in the <Name of Group1>of the American Society of Civil Engineers (ASCE). As the premier organization representing our profession, my participation in this group can provide an invaluable opportunity to gain the knowledge and skills needed to better meet our organization’s strategic challenges and future growth.

ASCE offers opportunities that can enhance my skill sets and enrich my contributions to our professional team. This includes:

* Developing business contacts and identifying potential hires for our organization at networking events
* Acquiring professional development and leadership skills, as well as staying current in my technical specialty, through ASCE programs, webinars, and publications
* Gaining recognition for our organization
* <Other Benefits Specific to Your Involvement>

I hope you will support my active participation, and thank you for your consideration.

Sincerely,

<Your Name>

*NOTES:*

*1 This could be a local Section/Branch Board, Technical Institute, Committee, Younger Member Group, etc.*