



Dear Sir or Madam:

This letter is to inform you that your student/employee _____ is requesting time off from work/class from March 28 – April 1, 2012 to attend the National Society of Black Engineer's (NSBE) Annual Convention in Pittsburgh, PA. The annual convention will be attended by people from all over the world. This year's theme is, "The NSBE Blueprint: Leadership, Teamwork and Inspiration."

Mr./Ms. _____ will attend the convention as a representative of the _____ chapter of NSBE. They will have the opportunity to attend workshops geared toward academic excellence, leadership, professional development and community improvement. Many attendees will also participate in technical competitions against other NSBE Chapters across the region.

I thank you in advance for your consideration in allowing your student/employee time off to attend the convention. If you have questions or concerns, please contact me, Cavon Cormack, at ccormack@nsbe.org. For additional information regarding the conference, visit our website at, www.nsbe.org.

Thank you,

Cavon Cormack
Pre College Initiative Conference Coordinator
ccormack@nsbe.org

38th Annual Convention – The NSBE Blueprint: Leadership, Teamwork and Inspiration

Pittsburgh, Pennsylvania – March 28 – April 1, 2012