

(Date)

Dear Professor:

Students have been selected to represent Palm Beach State College at the (Name of Conference) from (Day and dates).

This Leadership program is designed specifically for committed student leaders and their advisors from two and four-year colleges and universities. This is a working conference stressing small group discussions, a sharing of information and facilitators with solutions to concerns. This program will be also a wonderful cultural and networking experience for our students.

Your student leader (blank) has been selected to represent Palm Beach State College and the students in the community college system as a part of (Name of association). Students understand that it is their responsibility to make arrangements to make up any missed assignments or tests with the approval of their professor.

If you have any questions or concerns please contact me at (Phone number and email). Thank you for your consideration in this matter.

Sincerely,

Name  
Title