[Date]

[Professor's Name]

[Department]

[University Name]

Subject: Request for Excusal from Classes for Iowa FBLA State Leadership Conference

Dear Professor [Professor's Last Name],

I am writing to you in my capacity as the Executive Director of Iowa Future Business Leaders of America (FBLA). Our organization is dedicated to preparing students for success in business and leadership, and we are excited to inform you about an opportunity for our Collegiate FBLA members.

The 2024 Iowa FBLA State Leadership Conference is scheduled to take place on February 9-10 in West Des Moines. This event is a crucial platform for our students to enhance their leadership skills, participate in academic contests, and network with potential employers during the Career Expo.

The conference will host representatives from esteemed companies such as Principal and CliftonLarsonAllen, providing our students with a unique opportunity to connect with professionals in their respective fields. Additionally, academic contests will be held, with winners advancing to the FBLA National Leadership Conference in Orlando this summer. Moreover, the conference will feature breakout sessions facilitated by industry leaders, offering valuable insights and knowledge that will contribute to the academic and professional growth of our Collegiate FBLA members.

I am reaching out to request your support in excusing [Student's Full Name] from classes on February 9-10, allowing them to fully participate in this enriching experience. Your understanding of the importance of such opportunities for our students is highly appreciated.

If you have any questions or concerns, please do not hesitate to contact me at kent@iowafba.org. Your support in fostering the development of our students is invaluable, and we thank you in advance for your consideration of this request.

Sincerely,

Kent Storm Executive Director

Iowa Future Business Leaders of America (FBLA)