To: [Professor/Supervisor’s Name]

Subject: Request for Excused Absence to Attend SVA Regional Summit

Dear [Professor/Supervisor Name],

I am writing to respectfully request to be excused from [class/work] from [start date] to [end date] to attend the Student Veterans of America (SVA) Regional Summit in [location].

As a member of the [Your University/Chapter Name] chapter of SVA, I have the opportunity to participate in this event, which is designed to equip student veterans and military-affiliated individuals with the tools, leadership training, and professional development necessary to succeed both on campus and beyond.

The SVA Regional Summit provides:

* **Leadership Development:** Interactive skill-building, networking, and training sessions that enhance leadership, teamwork, and problem-solving skills – skills I can apply directly to my academic or professional environment.
* **Professional Growth:** Opportunities to network with fellow student leaders, campus administrators, and regional stakeholders, which strengthens my ability to contribute meaningfully to our community.
* **Chapter and Community Impact:** Resources and guidance to improve our chapter’s ability to support the veteran population on campus and in our community through outreach and strategic initiatives.
* **Service and Collaboration:** A chance to engage in local service projects and build connections that foster a deeper sense of community and civic responsibility.

I am committed to making up any missed [assignments/work obligations] and will coordinate with [you/classmates/team] to ensure my responsibilities are covered. I genuinely believe the knowledge and skills I will gain from attending this summit will not only support my personal and professional development but also enable me to bring valuable insights back to [the classroom/our workplace].

If you’d like more information on the SVA Regional Summits, you can read about them on [the SVA website](https://studentveterans.org/programs-events/regional-summits/). Additionally, my SVA Chapter Success Coach, [Success Coach name], is available to connect if you have questions about the experience. They can be reached at [Success Coach email address].

Thank you for considering my request. I appreciate your support and understanding as I pursue this opportunity to grow and contribute more effectively to our community.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[University/Department/Workplace]