Date: <enter date>

To: *<Lecturer/Course Co-ordinator Name>*

From: *<your name & student details>*

Re: **Request for absence to support my attendance at**

**EWB’s National Council 2016**

Dear *<Lecturer/Course Co-ordinator Name>*

I have been nominated to attend [Engineers Without Borders Australia](http://www.ewb.org.au/getinvolved/myewb) (EWB) annual [National Council](http://www.ewb.org.au/whatwedo/leadership-training/nationalcouncil), its cornerstone leadership event, being held in Canberra this September.

Now in its fourteenth year, National Council 2016 will bring 120 of EWB’s leaders and champions together for the opportunity to participate in a series of strategic and leadership workshops, train the trainer sessions, learning activities and cross collaboration activities. These sessions support EWB’s capacity to achieve the organisation’s vision, to influence the engineering and professional services sector and advocate for the humanitarian engineering movement.

National Council is taking place Friday 16th September to Sunday 18th September, which means I will need to arrange for time away from study in order to travel and arrive for the start of the event on Friday 16th.

I’ve been a student member of EWB for <years> and I’m involved with EWB because *<write a short statement of what motivates you>.*

By attending National Council I will further develop leadership skills, communication techniques, network with peers and industry professionals and develop a deeper understanding of the state of humanitarian engineering in Australia, which are valuable assets in my training to be an engineer.

I am seeking support for my participation in this development opportunity and request permission for my absence from university on the following days <enter dates>. This will affect my participation in the following classes: <enter classes you’ll miss>.

I’d also be happy to share my experiences at National Council and my EWB story with other students and classmates.

Thank you for considering this, and I look forward to your reply. My email is <enter email address> if you need to contact me regarding this request.

Best regards

*<your name>*

*<student details>*