**AIAA Region [Your Region Here] Regional Student Conference**

**[Dates of your conference here]**

Dear [Name of Professor],

Each year, AIAA sponsors a student conference in each region in which AIAA student members have the opportunity to submit and present a paper on a topic of choice to an aerospace engineering conference organized by students, for students. These conferences present an opportunity for students like me to get real-world experience presenting original research in front of an audience of professional members, fellow students, and peers in industry. Plus, winning papers get an invitation to present at the annual AIAA SciTech Forum, which is scheduled to take place this coming January.

I am submitting this letter to you as a formal notification that I have submitted an abstract and final paper to the AIAA Region [Region #] Regional Conference in the [Category Name], and have been invited to present my paper at the conference, which will be taking place in a virtual format this year. My paper is titled *[Paper Title]* and I will be presenting it at [Presentation Time], which presents a conflict from your class. Therefore, I would like to request a temporary absence from your class to present my paper.

Presenting my research is of vital importance to me. I will receive feedback not only on my paper, but on my presentation skills as well and will present an opportunity for me to represent [University/College Name/School Program Name] to the best of my ability. If you would like to verify my participation in this program, you can e-mail the AIAA University Programs Manager at studentprogram@aiaa.org.

Thank you in advance for your support of my research.

Sincerely,

[Student Name]