**Museums As Progress**

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September 04, 20XX

Dear Supervisor’s Name,

I’d like your permission to join the Museums As Progress (MAP) Community’s Research Office Hours Group. As a group member, I’ll be able to participate in special guest events and discussions that are directly applicable to my position. Enrollment will also allow me to network with others in the field, learn from colleagues, and, therefore, bring valuable knowledge home to help grow and support our further our organization’s learning initiatives.

How will this benefit your museum/org?

Allowing colleagues across the nation to connect with one another in this manner brings us knowledge that can assist in tackling some of our own institutional issues. The fee is $39 per year.

This fee includes:

* Participation in live discussions with guest speakers who share insights into topics and methodologies like Developing Better Surveys, Reflective Evaluation, and Visitor Heat Mapping
* Guidance on research best practices
* Ability to bring our specific questions and challenges to experts, including Rosie Siemer, CEO of FIVESEED, and Kyle Bowen, Founder of Museums As Progress.

At the end of the year, I will prepare an end-of-year summary based on what I learn in the program, including detailed recommendations that further our own institution’s initiatives.

Thank you for your consideration.

Sincerely,

your name