**<< Greeting >>**,

I’m writing this letter in hopes of gaining <<company/agency>> support for my participation in the American Society of Mechanical Engineers (ASME). ASME is a non-profit engineering society dedicated to helping the global engineering community develop solutions for the benefit of humankind. With over 110,000 members in more than 150 countries worldwide, ASME creates engineering codes and standards, supports research and development, and serves as an essential professional resource for mechanical engineers, among many other services.

As a member of ASME, my involvement provides direct and indirect benefits to our <<Agency/Company>> in multiple ways. Though my engagement and activities will evolve over time, I offer the following **<<#>>** value propositions for the company’s support of my involvement in ASME.

***<< Select and tailor the arguments that best apply to your company and membership within ASME. A smaller number (perhaps 3 or 4) may work best to keep things simple, and we recommend you add personal details that reflect your interests within the society; e.g. How has a specific conference or committee you were involved in improved your knowledge of the field? Have you learned any skill, hard or soft, that you’ve applied to your work? Were you able to speak to another industry expert and gain insight? Telling your story will make your case stronger. >>***

Professional Development – The various volunteer roles in ASME give practical leadership experience at low risk and cost to <<Agency/Company>>.  By becoming actively engaged in committees, taskforces, and other volunteer activities of ASME, I have gained experience in strategic planning and execution, leading and motivating diverse and distributed teams, managing high profile programs, and being accountable to a budget. In addition, it has helped me to develop a professional network of colleagues who operate as a support system in my continuing career development – which will benefit the <<Agency/Company>> as well.

Increased Visibility of the <<Agency/Company>> – ASME is a global brand with experts across dozens of branches of engineering from all over the world. As a member and active participant in the Society’s events, I will represent our company, demonstrating our commitment to the profession and the <<agency/company’s>> continual dedication to the evolution of engineering. Our presence at the table provides networking opportunities, the benefits of which could include learning about new vendors, and surfacing potential partners or employees with complementary assets to our <<agency/company’s>> mission and goals.

Staying Abreast of Engineering Developments – Through ASME involvement, members not only have the opportunity to learn about emerging fields, new technologies, and cutting-edge engineering developments, but I also will have the chance to shape the trajectory of the profession through engaging in the thought leadership around policy, and the development of codes and standards.

As one of the leading producers of the codes and standards governing much of the engineering world, ASME molds how the future will look for several branches of mechanical engineering.

Wide and Diverse Network – ASME involvement helps me to stay more connected to the industry I work in, including: influencing and developing an understanding of the challenges and opportunities in engineering as a profession and in other external affiliations.  It allows me to continually build a broad network across industries, making me a more effective employee, problem-solver, and leader. In addition, ASME has increased my pool of academic, industry, and government experts to draw from when in need of an outside opinion. This strong network brings additional potential to attract future highly qualified employees.

Life-Long Learning – ASME offers various courses and lectures on a large selection of different topics beneficial to <<Agency/Company>>, sometimes at little to no cost for volunteers or members. This is information that can be brought back to the company and shared and provides an economical option to increase, not only my knowledge on topics such as: leadership, diversity, management, communication, etc., but also support our company’s understanding of the environment and technological changes. In particular, ASME’s Volunteer Orientation Leadership Training (VOLT) Academy offers volunteers an opportunity to develop leadership capabilities as well as other essential non-technical skills. Various technical conferences and workshops provide venues for accelerated learning in technical subjects allowing me to continue my professional development in required competencies.

Global Experience – Involvement in the operations of ASME allows for work on diverse topics, in multi-cultural teams, often located on different sides of the globe. These unique opportunities encourage flexibility and mobility on a global scale, provide hands-on experience, widen mind-sets, and allow for the acquisition of vital skills essential in today’s increasingly globalized society.

Improved Branding and Recognition of University Colleges & Departments – Early career researchers and faculty in Academia, like myself, who are involved in the ASME organization and events, benefit from personal branding opportunities that extend to their Institution’s profile in the academic field as well as the wider engineering community. This increased visibility and active engagement not only attracts potential research sponsors and enables grant collaboration with partners around the globe, but contributes to the overall growth of knowledge among academic staff and subsequently, their students.

Furthermore, it enables us to be at the forefront of wider program, policy, and community developments and increases the chances of potential self- and institutional recognition through prestigious awards for engagement, diversity, or scientific or educational excellence.

Enhanced Academic Experience – Early career academic faculty actively engaged in the Society and the organization of events stay on top of the latest technological insights, content relevant for potential employers, and how students can become active in the wider engineering community. This experience is vital for faculty to be able to provide enhanced mentoring of student sections, maintain relevant curricula, pursue opportunities for students to participate in workshops, conferences, and competitions, as well as to share opportunities for fellowships and funds for student projects.

Academic, Industrial and Governmental Synergy – ASME is involved in all three key pillars of the Engineering Profession; whether it is through the organization of technical conferences, the development of industrial standards and codes, or advising on public policy and advocating for stronger investment into R&D and STEM fields. These represent just three small examples of ASME’s reach. Therefore, my involvement in ASME exposes me not only to the <<Industrial/Academic/Governmental>> world, but will allow me to broaden my personal as well as <<Agency’s/Company’s>> network, to benefit from this multi-sector convergence, which is key in today’s society to build and grow a successful and collaborative <<business/research group/agency>>.

Giving Back to the Community – A vital part of ASME’s vision is giving back to the community and the profession; by providing engineering solutions to local communities and developing countries, providing advice, guidance, or courses on a wide variety of engineering topics, by conveying the excitement of engineering and promoting the STEM disciplines to younger generations (including and especially K-12), along with a host of other programs.By supporting my engagement in these activities, we help to exemplify that these values and initiatives are important to <<company/agency>> as well.

Unmatched Exposure via Technical Conferences – ASME organizes more than 30 technical conferences and symposia every year, bringing world experts together on a wide variety of mechanical engineering topics. Being able to participate in conferences, whether as a reviewer, session chair, organizing member or participant – provides unmatched exposure to the latest breakthroughs in a wide range of technical fields, invaluable personal connections, access to key experts in the field, and an ideal platform to initiate future collaborations.

Benefit to the industry and the profession – ASME’s mission-focused programs offer broad benefit to the profession of engineering, the country, and the world.  This includes driving the evolution in engineering education to produce engineers who are better prepared to be strong contributors in industry because they understand the full scope of how to engage and contribute to the organization beyond their technical knowledge. Additionally, ASME works to engage and draw younger students into the profession to increase the size and diversity of the engineering pipeline and advocates for strong investment in research and development to create and mature technologies that will enhance future products in a wide array of industries such as: aerospace, bioengineering, advanced manufacturing, clean energy, and robotics….

Thank you for your time, attention, and understanding in this matter; I hope you will support my involvement in ASME I look forward to answering any additional questions you might have.

Respectfully,

**<<Your Name>>**