[Date]

Dear [Supervisor's First Name],

While budget constraints are always a key concern for our institution, I wanted to share my thoughts about the importance of our [name of your institution]'s membership with the Illinois Association of Student Financial Aid Administrators (ILASFAA). Keeping up with the ever-changing laws and regulations that govern the Title IV student financial aid programs has become increasingly difficult, particularly as we navigate the new FAFSA and the delays and obstacles that have stemmed from its challenging rollout. It is vital to ensure our financial aid office stays up to date and learns how to implement changes to the student aid programs so [name of your institution] can remain in compliance with federal regulations and be prepared to expertly guide our students.

Our ILASFAA membership is more important now than ever before, as it's not a question of *whether* new federal student aid guidance and regulation will come out, but *when*. ILASFAA collaborates with the Department of Education as well as regional and national associations who offer continuing education opportunities our staff can utilize to maintain and strengthen our knowledge of Title IV programs and resources to streamline our processes.

Additionally, ILASFAA membership provides our institution with a network of support, communication and collaboration between like-minded peers who are all working towards the goal of increasing higher education access for students across the state.

As ILASFAA members, we'll receive access to training and professional development offerings, which are available exclusively to ILASFAA members. Timely topics may include FAFSA simplification implementation, changes to verification and student eligibility, as well as regulatory topics the Department of Education is currently implementing, such as gainful employment.

I hope you agree that our ILASFAA membership is a worthwhile investment that will greatly benefit the financial aid office, our institution, and our students. You can find more information about membership benefits and the associated options at <https://www.ilasfaa.org/member_benefits.php>.

Thank you for considering this request.

Sincerely,

[Your name]