

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

Re: Atlanta Apartment Association | Access 4 Opportunity Scholarship

I am pleased to confirm that if [Applicant Name] receives the Access 4 Opportunity Scholarship, they will receive approved time off to participate in AAA signature events, four AAA education classes and the GAA Annual Meeting (Sept 3-5, 2025) in 2025 . We recognize the value and support the effort to enhance their skills, knowledge, and professional network through this opportunity.

Time off to participate in these events and programs will be approved with the understanding that all responsibilities and team communications are managed appropriately before the absence.

Best regards,

[Employer Name]

[Employer Position]

[Company Name]

[Contact Information]