<Letterhead>

<Date>

Dear <Employer Name>,

I’d like to represent <Name of Your Organization> at the [*Competing for Federal Grants-Online*](https://www.tgci.com/training/online-competing-for-federal-grants) training delivered by The Grantsmanship Center on <Date>.

I’m requesting approval for this professional development event because, based on my research, this is the best training to help our organization secure more government grant funding. This workshop is comprehensive, is not for beginners so is well suited to me, and has helped many other organizations, which, like ours, rely on outside funding.

I’m convinced that this training will make me a greater asset to our organization. When I compared this with other trainings, the reputation and longevity of the Center were factors in my choice, but what impressed me most is the Center’s approach using ‘active learning.’ I’m excited about increasing professional skills and knowledge so I can make even more of a contribution to <Name of Your Organization>.

While I’m in class, I’ll be doing work specifically for our organization. By the end of class, I’ll have the core of a federal proposal and a plan of action to help us get more funding. During the class I’ll be able to connect with an expert trainer plus network with colleagues. After the class, I’ll have [Alumni Membership services](https://www.tgci.com/membership) for six months at no extra cost to help me stay on track.

The Grantsmanship Center’s practical textbook, [*Grantsmanship: Program Planning & Proposal Writing*](https://www.tgci.com/grantsmanship-program-planning-proposal-writing), is so good that many universities across the U.S. also use it.

Here’s a link to The Grantsmanship Center’s website, if you’d like to check it out: [www.tgci.com](http://www.tgci.com).

This training is an investment in my professional development and in our organization that I think will deliver rewards far beyond its cost.

If I register for the training before <Date>, we’ll qualify for the early-bird rate and save $100. The cost for this training will be $1,295 plus the $45 textbook. Without the early-bird discount, the standard tuition is $1,395.

I hope that you agree this training will benefit our organization and that you will be able to approve my request. Thank you for considering this opportunity.

Best regards,

<Signature>

<Name, Title>