<Letterhead>

<Date>

Dear <Employer Name>,

I would like to represent <Name of Your Organization> at the 2-day, virtual training [*Essential Grants Skills-Online*](https://www.tgci.com/training/online-essential-grant-skills) on <Date>.

I’m requesting approval for this professional development because, based on my research, this is the best training to help our organization sharpen our proposal toolkit and secure more grant funding. In addition, the provider, The Grantsmanship Center, has documentation that its training also helps strengthen relationships with funders, and helps create more effective programming. This is a comprehensive workshop that has been invaluable for other organizations like ours, which rely on outside funding.

The Grantsmanship Center has written and uses the best textbook in this field, [*Grantsmanship: Program Planning & Proposal Writing.*](https://www.tgci.com/grantsmanship-program-planning-proposal-writing) In fact, it’s so good that many universities also use it.

My research has convinced me that this training will make me a greater asset to our organization. When comparing this with other trainings, the reputation and longevity of the Center are important, but what impresses me most is the focus on ‘active learning.’ I’ll get professional skills and knowledge which I can use on the job including a workbook which I’ll develop in class with draft components for proposals that we can submit for funding.

This class will give me access to the resources of an expert trainer plus a network of colleagues, which means that I’ll have the guidance and support necessary to really deepen my impact at <Name of Your Organization>. And after the training, I’ll also get [follow-up services](https://www.tgci.com/membership) at to help me stay on track, including a proposal review, at no extra cost.

This 2-day training is an investment in my professional development and our organization. It’s the shortest training on this topic that also covers the widest amount of information and includes exercises that put the learning into action. I believe that it will be very beneficial for me to attend.

If I register for this training before <Date>, we’ll qualify for the early-bird tuition rate and save $50. The cost for this training will be $445 plus the $45 textbook. Without the early-bird discount, the standard tuition is $495.

I hope that you agree that this will be a real benefit to our organization and that you will approve my request to participate. Thank you for taking the time to consider this excellent opportunity.

Best regards,

<Signature>

<Name, Title>