<Date>

Dear <Employer Name>,

I would like to represent <Name of Your Organization> at the *Essential Grant Skills*-Online training on <date>. This training is now available virtually, saving time and money by eliminating travel.

I’m requesting approval for this because, based on my research, it’s the best training to help our organization secure more grant funding. This is a comprehensive workshop that has been invaluable for other organizations which rely on outside funding, as we do.

This training curriculum includes:

* Write a data-based description of the problem your nonprofit cares about
* Define specific, measurable outcomes and demonstrate that your organization can deliver them
* Build a basic, doable evaluation plan (and know when to call in an expert)
* Outline a bulletproof budget
* Plan ahead for future funding to sustain your program
* Understand the grant proposal review process
* Identify which tools help you find grantmakers that are right for you.

The Grantsmanship Center has authored the best textbook in this field, [*Grantsmanship: Program Planning & Proposal Writing*](https://www.tgci.com/grantsmanship-program-planning-proposal-writing). It’s the same book that many universities use.

I’m convinced that this training will help me to be more effective and able to contribute more to <Name of Your Organization>. When compared with other trainings, the reputation of the Center impressed me but what I like most is how they focus on ‘active learning.’ I’ll acquire skills and knowledge I can put to use immediately. In class, I’ll be doing work specifically for our organization. Afterward, I’ll have work product and ideas ready to put into action.

This training is an investment in my career and in our organization that I believe will pay off. If I register for the training before <Date>, we’ll save $50 using the early-bird rate. Total cost for this training (with early-bird) is $490 ($445 tuition plus $45 textbook). Without the early-bird discount, the total cost is $540 for everything. Tuition includes [follow-up services](https://www.tgci.com/membership) for six months after the training, at no extra cost.

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).

Thank you for considering this opportunity. I hope that you agree that this training will be a big benefit to our organization.

Best regards,

<Signature>