<Letterhead>

<Date>

Dear <Employer Name>,

I would like to represent <Name of Your Organization> at the [*Grantsmanship Training Program* – *Online*](https://www.tgci.com/training/online-grantsmanship-training-program) on <Date>.

I’m requesting approval for this professional development because my research has convinced me that this is the best training to help our organization secure more grant funding. It will help me be more effective in my position, making me a greater asset to our organization.

The Grantsmanship Center has documentation that its training helps strengthen relationships with funders and helps create more effective programming. This comprehensive workshop has been invaluable for other organizations like ours which rely on outside funding.

When comparing this to other trainings, the reputation and longevity of the Center are important, but what impresses me most is the focus on ‘active learning’ because I’ll get professional skills and knowledge to use on my job. While in class, I’ll be doing real work specifically for our organization and I’ll return with valuable work product including draft proposals that are developed and reviewed in class.

This class will connect me with 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 get [follow-up services](https://www.tgci.com/membership), including a proposal review, at no extra cost to help me stay on track .

The Grantsmanship Center has written and uses the textbook, [*Grantsmanship: Program Planning & Proposal* Writing](https://www.tgci.com/grantsmanship-program-planning-proposal-writing), which is so good that many universities also use it. Here’s a link to The Grantsmanship Center’s website: [www.tgci.com](http://www.tgci.com).

This training is an investment in my professional development and our organization which I believe will deliver rewards far beyond its cost. If I register for the training before <Date>, we’ll qualify for the early-bird tuition rate and save $100. The cost for this training will be $995 plus the $45 textbook. Without the early-bird discount, the standard tuition is $1,095 for five full days plus six months of follow-up.

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

Best regards,

<signature>

<Name, Title>