<Date>

Dear <Employer Name>,

I would like to represent <Name of Your Organization> at the Competing for Federal Grants in <City> 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 strengthen relationships with funders and helps create more effective programming. The Center provides a comprehensive workshop that has been invaluable for other organizations, which, like ours, 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 across the U.S. also use it.

My research has convinced me that this training will help me be more effective in my position, making 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’ because I’ll get professional skills and knowledge I can actually use on the job. And while in class, I’ll be doing real work specifically for our organization. I’ll return with valuable work product and ideas that we can put into action. 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 no extra cost to help me stay on track.

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 our organization, and I believe that it will be tremendously beneficial for me to attend. If I register for the training before <Date>, I will qualify for the early-bird tuition 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.

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

Best regards,

signature