<Date>

Dear <Employer Name>,

I’d like to represent <Name of Your Organization> at the [*Grant Management Essentials - Online*](https://www.tgci.com/training/online-grant-management-essentials) training delivered by The Grantsmanship Center on <Date>.

I’m requesting approval for this professional development because, based on my research, this is the best training to help our organization keep our projects on track, comply with grant regulations, and protect our agency from poor grants management.

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>.

I’ll return with valuable work product and ideas that we can put into action, as well as resources including checklists, in-depth articles and templates to manage our grants. 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.

The Grantsmanship Center’s practical textbook, [*Grantsmanship: Program Planning & Proposal Writing*](https://store.tgci.com/product/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 $695 plus the $45 (+S&H) textbook. Without the early-bird discount, the standard tuition is $795 (plus the cost of the textbook).

Because this training is delivered virtually, there’s no additional travel costs required. [Google reviews](https://www.google.com/search?client=firefox-b-1-d&q=The+Grantsmanship+Center#lrd=0x80c2c7afbf358f43:0x7637091035ebe0fb,1,,,) for this online training are all very positive.

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,

<Your Signature>