

< Date >

Dear < manager's name > ,

I would like to attend the < training name and location > . This class is an IIBA endorsed class for business analysis professionals. The training will enable me to improve business analysis skills that are directly applicable to my work and currently identified in my personal development plan. Many of the topics provide information on how to < list benefits specific to your project, organization or current and future responsibilities in terms of tools, technologies and processes > . The training is facilitated by an industry expert and who has faced similar business analysis challenges to our own and I chose this training because it is directly related to < an issue(s) > we are dealing with currently. I have completed an analysis of potential training sources, including internal and free sources. There are no internal or free training options that provide the topics and benefits I have identified above.

After reviewing the training agenda, I have identified a number of topics which will allow me to gain knowledge and understanding about how we can improve our processes.

< You will need to insert the training topics which most apply to your responsibilities. >

I am seeking sponsorship for the training cost < and travel expenses > . I have already confirmed with < colleague name(s) > who will cover my responsibilities while I'm attending the training < dates > .

Additional benefits from the training: < use any of the following to help support your attendance >

- I will be able to develop <list of skills > and here is how I will apply those new skills and upon my return:
 - ?
- I will be able to network with professionals who will provide insights into best practices and emerging technologies and tools < list any current or future organizational challenges that will be addressed in conversations with other attendees > . Networking with attendees for these best practices will cost significantly less than the cost of hiring a high priced consultant to address these challenges
- I will prepare and deliver a short presentation and Q&A to my colleagues upon my return
- I will prepare and distribute a report on my learnings upon my return
- I will share the training handouts with my colleagues upon my return

Here is the breakdown of the training < and travel > costs:

Training: <\$xxxx>

Roundtrip Airfare: <\$xxxx> (if required)

Transportation: <\$xxxx> (if required)

Hotel: <\$xxxx> (if required)

Meals: <\$xxxx> (if required)

Total cost: <\$xxxx>

The opportunity for me to develop better skills and gain knowledge in specific areas of business analysis makes my attendance at the < **training name** > a wise investment, which will yield rich dividends for < **your organization** >.

Sincerely,

< **your name here** >