### Letter to Training Supervisor

*This sample letter can be used to explain the benefits of attending AGA’s 2023 Professional Development Training (PDT), including how the PDT will make you a better employee and help advance your organization.*

*This general template will get you started while allowing you to customize it to you and your organization's particular needs.*

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Dear *<****supervisor's name****>*,  
  
 I would like to attend AGA’s 2023 Professional Development Training (PDT),July 23-26 in Orlando. The training event will enable me to attend various education sessions that are directly applicable to my work and will allow me to network with a variety of government financial experts and colleagues from around the nation. Many of the presentations are tailored to the *<****Insert your primary function here, for example: accounting, auditing, finance, program management, etc.****>* and will provide information on how to *<****insert benefits/lessons here, for example: reduce costs, increase productivity and efficiencies, etc.****>.* I am seeking funding for the training event including the registration fee and travel expenses. A detailed cost breakdown is included below.

After reviewing the training agenda, I have identified several education sessions that will allow me to gain knowledge and understanding about how we can improve our financial processes. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I chose each of these presentations because they are directly related to an issue we are dealing with in the organization. Getting the information in a training format will greatly reduce the time and costs that *<****your organization’s name****>* would normally incur in researching the topics. Incidentally, I have only listed some of the sessions that I will attend. Including them all would make this memo much too long.

*<****You will need to insert the session descriptions which most apply to your responsibilities****.>*

*<****The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.****>*

Travel and training costs are *<****$xxxx****>,* and can be reduced $100 by registering online before the early registration deadline, June 23, 2023.

***<You will need to insert your travel cost numbers in here>***Here is the breakdown of the training costs:  
Roundtrip Airfare: <$**xxxx**>  
Transportation: <**$xxxx**>  
Hotel: <$**xxxx**>  
Meals: <$**xxxx**>  
Registration Fee: <$**xxxx**>

The total cost associated with attending this training is: <$**xxxx**>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of *<****your area of expertise****>* makes my attendance at the AGA’s PDT 2023**,** a wise investment, which will yield rich dividends for our organization  
  
Sincerely,

*<****your name here****>*