

Date

Name

Address

Dear Prefix Last Name,

As the {TITLE} for {AGENCY}, I formally request that {AGENCY} add AGA's Certified Government Financial Manager® (CGFM®) designation as one of the qualifications for the {TITLE} and other financial management positions within {AGENCY}.

The CGFM designation is directly applicable to the duties of accountants, auditors, budget analysts and other financial professionals in government. It is the only certification that covers governmental accounting, auditing, financial reporting, internal controls and budgeting at the federal, state and local levels. Those who become CGFMs have an extensive knowledge of government financial management and are more prepared to handle our nation's most pressing financial challenges.

This professional certification is not only beneficial to those who earn it, but to their employers and the public, as well. It offers a number of benefits, including:

- increased knowledge of government financial management;
- greater confidence on the job;
- better understanding of the "big picture" of government;
- tool for identifying qualified candidates and training new employees;
- enhanced credibility, public confidence and employee value; and
- demonstrated commitment to professional development and continuing education.

The current CGFM certification requirements are:

- Ethics — read and agree to abide by AGA's Code of Ethics.
- Education — have a bachelor's degree from an accredited U.S. college or university.
- Examinations — pass three comprehensive CGFM examinations ("Governmental Environment," "Governmental Accounting, Financial Reporting and Budgeting," "Governmental Financial Management and Control").
- Experience — complete at least two years of professional-level experience in government financial management.

To maintain the CGFM designation in an active status, certified individuals must renew their designation annually, continue to abide by AGA's Code of Ethics and complete at least 80 continuing professional education (CPE) hours every two years.

For more information on the CGFM certification, please see www.agacgfm.org/cgfm or contact AGA at agacgfm@agacgfm.org or 703-684-6931.

Thank you for your consideration of this request.

Best regards,