To: *[Insert name]*

From: *[Insert name]*

Date: *[Insert date]*

Re: Request to attend National Training Program/National Event sponsored by Federally Employed Women

Federally Employed Women’s (FEW) National Training Program/National Training Event (NTP/NE) will be held for one week during the month of *[month & year of event].*

In that regard, I am requesting your support for my attendance at this premier training event. I believe that in addition to benefitting me both personally and professionally, my attendance at this training program will greatly benefit [*name of your company/agency*] because the training at the NTP/NE will enable me to become a more productive worker and a more valuable asset to [*name of your company/agency*].

Each year, the NTP/NE Committee reviews all training that will be offered. The Committee uses the Office of Personnel Management (OPM) Competencies to map their training so that specific skills and attributes that are needed to perform our duties are addressed. Workshops and briefings presented during the NTP/NR will include career and professional development topics as well as personal development. For instance, typical workshops include those on workplace interpersonal dynamics, career advancement, the development of leadership and communication abilities, honing networking skills, the latest technology used in the workplace, and more. All of those will directly increase my knowledge of business and career practices and will enhance my performance on behalf of [*name of your company/agency*].

I have reviewed my [insert appropriate reference: *professional development plan; individual development plan; learning plan*] and believe the sessions listed on the attached document will help me a great deal to accomplish the goals we have created and will also meet organizational goals and objectives. I believe these sessions will be of particular interest and value to our agency/organization and priorities:

• *Insert list of presentations here, and note how each may relate to a current or upcoming project/need:*

The NTP/NE registration fee is \_\_\_\_\_\_\_\_\_\_ *[$amount for members, $amount for non-members].*

I would like to meet with you after the NTP/NE to discuss significant takeaways, tips, and recommended actions to maximize the investment in the training I receive. Additionally, I am also willing to present briefings to key personnel who are unable to attend to increase the benefit to [*name of your company/agency*].

For your reference I have attached a listing of the representative training sessions to be presented at this year’s NTP/NE including OPM competencies. Thank you again for considering my attendance at this important training program.

Respectfully,

[Insert Signature]

[Insert Name]

[Insert Position Title]