

Dear [MANAGER NAME],

I would like you to invest in my professional development by sending me to ["TRAINING EVENT NAME"] hosted by the Braintrust Consulting Group on [DATES, YEAR] at the [LOCATION] in [CITY, STATE]. Braintrust is a worldwide leader in Agile transformations, helping clients increase predictability of delivery, decrease time to market, and improve overall satisfaction.

The investment in attending ["TRAINING EVENT NAME"] would deliver an immediate return and be of tremendous value for myself, my team, and our organization. I'll interact with leaders in the field, learn from their challenges and successes, and create valuable connections. In addition, it presents a great opportunity for me to enhance my technical skills and expand my expertise in [AREA OF EXPERTISE], as well as learn new ideas for driving and embracing change within the company.

I'm most interested in the following three class objectives, which will be explored in depth: [OUTLINE YOUR TOP 3 "LEARNING OBJECTIVES" AS LISTED ON THE CLASS WEBSITE]

As a participant, I will gain [OUTLINE "BENEFITS" AS LISTED ON THE CLASS WEBSITE].

Here is an approximate breakdown of costs associated with my [CERTIFICATION CREDENTIAL/CONTINUING EDUCATION CLASS]:

Registration Fee: \$ _____

Airfare: \$ _____

Hotel: \$ _____

Transportation: \$ _____

Meals: \$ _____

Total Investment: \$ _____

I am excited at the prospect of networking with peers, building relationships with prospective partners, and obtaining actionable advice from the Agile experts. I will be sure to submit a post-conference report that will include an executive summary, major takeaways, and a set of specific recommendations to maximize the return on investment. I would also be happy to share relevant information with key personnel throughout the company.

Thank you for your consideration,
[YOUR NAME]

