

Justifying Investment_ [Program Name] Attendance

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Request to Attend [Name of Program]

I would like to request approval to attend the [Name of Program], hosted by the University of Oklahoma from [Start Date] to [End Date].

This program provides focused training on [mention 1-2 key topics from the brochure]. I believe my attendance will be a strong investment for our team and the company, providing direct value in the following areas:

1. **Directly Applicable Skills:** The knowledge I gain in [mention a specific skill] can be immediately applied to our work on [mention a specific project], which could help us improve efficiency or reduce operational risk.
2. **Solving a Current Challenge:** We are currently facing challenges with [mention a relevant problem]. This program includes sessions on this exact topic, and I expect to return with actionable solutions and best practices.
3. **Bringing Knowledge Back to the Team:** I will prepare a summary of my key learnings and present them to the team upon my return, ensuring that my colleagues also benefit from this investment.

The total cost for the program is as follows:

- Registration Fee: \$[Amount]
- Estimated Travel: \$[Amount]
- Estimated Lodging: \$[Amount]
- Total Estimated Investment: \$[Total Amount]

Thank you for considering this request. I am confident that my attendance will be a valuable and cost-effective way to enhance our team's capabilities.

Best,

[Your Name]