Hello <MANAGER’S NAME>,

I’d like to ask for your approval to attend DataMaster training with the Lean Methods Group on <DATE> in Denver, CO. This training will rapidly develop me into the data analyst our company needs. By becoming a DataMaster, I will gain the skills required to optimize and analyze data, build predictive models and create powerful visualizations that lead to valuable insight and better business decisions. I am most looking forward to <fill in here. Examples: learning more about the question-storming process, using case studies in group exercises and learning from my peers, or diving into regression model building in R>.

While attending the course, I’d like to focus on developing skills that could further the following <projects or issues> we’re working on:

* Project/Issue One
* Project/Issue Two
* Project/Issue Three

I have prepared for you an estimated breakdown of the week-long training costs:

|  |  |
| --- | --- |
| Airfare | $ XX |
| Transportation (round trip taxi from airport to hotel) | $ 120 |
| Hotel (5 nights at $XX) | $ XX |
| Meals (5 days at $50) | $ 250 |
| Registration Fee\* | $ 3,900 |
| **TOTAL** | **$ XX** |

*\*Registration fee includes training materials, access to Power BI, R Programming and RapAnalyst and daily lunches.*

I am excited about the opportunity to become a DataMaster for <COMPANY NAME>. I believe this course will enable me to find the true value in our data and apply it to current and new initiatives that will help drive us forward.

I appreciate you considering my request and am happy to answer any questions about the training you may have.

Regards,

<YOUR NAME>