**To:**

**From:**

**Date:**

**Subject:** Approval to Virtually Attend the GPA iLearn Live Event

By virtually attending the 2020 Grant Professionals iLearn Live event, I can help our organization improve our grants program through new or increased grant awards **and** more efficient management of current grants. GPA is the ONLY international organization committed to enhancing the role of grant professionals.

The Grant Professionals iLearn Live event, to be held May 7, 2020 from11:00 am – 3:00 pm (CDT), will include four sessions, taught by a total of 16 experienced grant professionals. As the session video plays, a chat will run simultaneously, where discussion leaders and attendees will be sharing their own experiences and ideas. *This event is worth 4 CEU credits towards both the CFRE and GPC credentials.*

**During the event I will have the opportunity to hear from and engage thought leaders in these sessions:**

* Developing Strategic Partnerships with Diverse Partners to Better Serve Everyone
* Managing up, down, and sideways: How to use leadership skills to effect change
* The Biggest Ethics Challenge
* Technology (both grant-related and non-grant-related) impacting you in your job as a grant professional today and beyond

Though budgets are tight, I feel that attending *this particular event* will be well worth the investment. The cost is $100 for four hours of instruction. In addition, after the event, all participants will receive an eBook, capturing the collective knowledge and resources shared during the event from both the speakers and attendees alike.

Thank you for considering my request. May I have your reply within 10 days so I may reserve the time to attend?

Sincerely,

Applicant Name