Dear [Boss/Supervisor],

I appreciate that our company has a culture of supporting continuing education, professional development and a more diverse pool of future leaders.

I am requesting the opportunity to attend the [NADA Professional Series](https://www.nada.org/professionalseries/) for *[insert your department: Parts, Service, Sales or Office].* NADA offers industry leading education and as a [*pick the best description: a new manager, a high-potential employee, a department manager with no formal training, or insert your description]* participation in this course will give me valuable skills to run a profitable department.

This professional training program is for new dealership department managers or high-potential employees, like me. The course includes department operations, leadership, HR and DMS training to enable me to become a well-rounded department manager. Gaining these skills will enable me to grow and contribute to the team in a bigger way.

I am highly motivated by this opportunity and hope you agree it promises a meaningful return on investment. After returning, I will provide a detailed summary of key takeaways and recommended actions to improve business practices at our dealership.

Here are my projected costs for attending NADA Professional Series:

Cost of travel to *(location)* $\_\_\_\_\_

Hotel for 4 nights $\_\_\_\_\_

Training Cost $2,995

Miscellaneous [meals/taxi] $\_\_\_\_\_

 Total $\_\_\_\_\_

Training Dates:

* Department Operations:
* Leadership:

For more details, please go to [nada.org/professionalseries/](https://www.nada.org/professionalseries/)

I’d like to schedule a time for us to discuss this opportunity with you (insert a time/date). Thank you for your consideration of this request and for supporting my growth and development here.

Sincerely,

[Your Name]