Dear <Insert Manager’s Name>,

I would like your approval to register for and attend Gordian’s Construction Estimating Training Program from October 31 to November 3 in Orlando, Florida at the Rosen Plaza Hotel.

Over the four days of this hands-on training program, I will learn best practices for planning, budgeting and estimating construction costs using RSMeans data from Gordian. In addition, expert instructors will share best practices for creating and assessing scopes of work, building accurate and defendable cost estimates and collaborating with various stakeholders.

Here are a few other reasons I want to attend:

1. **Early Access to RSMeans data Certification Exam** – By completing a “knowledge track,” I will gain early access to the RSMeans Data Certification exam at **no additional cost**. This program will enable our organization to differentiate ourselves and demonstrate our expertise using RSMeans data.
2. **Continuing Education Credits** – The courses are eligible for continuing education credits from some of the most reputable and recognized industry associations like the American Institute of Architects and the Association for Advancement of Cost Engineering.
3. **Customized Learning Track** – Focused training courses are built into “knowledge tracks” that are most applicable to my work. The track I would attend is: <Facilities Management Estimating track, which focuses on accurately estimating building upgrades, correct repairs preventative and ongoing maintenance.> or <Mechanical & Electrical Estimating track, which focuses on accurately estimating HVAC, plumbing, electrical projects which are the most challenging and most significant component of project costing.>
4. **The Latest RSMeans data Cost Books** – Each course includes workbooks, reference materials and the latest edition of RSMeans data cost books relevant to the class topic.

The cost breakout would be:

Course Registration: $xxx  
Transportation: $xxx  
Hotel: $xxx  
TOTAL $xxx

Seats are limited and I would like to register as soon as possible. When I return, I’ll share key takeaways and best practices we can implement immediately to improve our cost estimating and our overall approach for effectively managing the complete construction process. I know we’ll quickly recoup the investment you’ll make by approving this request.

I appreciate your immediate attention to my request.

Thank you,