**UAI One-Day Course: “insert course name” Training Proposal**

To:

From:

Re: Proposal to attend **“insert course name”** training

Date:

I would like to attend **“insert course name”** training offered by the [Utility Analytics Institute](http://www.utilityanalytics.com) (UAI). Our organization would benefit greatly from my attendance at this training. This training is offered at various intervals throughout the year, so I can select a date that is convenient for my schedule. UAI offers several training delivery options that help professionals improve skills from traditional public instructor-led classroom, which provides group learning experiences to fully immersive training at home or in the office via their virtual classroom offering. UAI even provides private group training, so we could train our entire team at one time.

**“insert course name”** will bring together utility analytics professionals for learning, networking, and organizational transformation. This course is built to provide participants with an application-based, interactive learning experience. The goal is for the participants to immediately apply what they learn. This course will provide me with the knowledge, resources, and guidance to improve our utility analytics capabilities. It is also a viable answer to the challenge of bringing our workforce up to speed in analytics.

UAI built this course with guidance from utility analytics professionals and data science and analytics experts that are members of their Strategic Advisory Board, Executive Advisory Council, plus members from their training sub-committee.

The **“insert course name”** course includes 6-hours of skills-building. I included the course description at the end of this letter to provide you with a better understanding of the engaging and applicable content I will consume during this training.

Two specific projects where I believe we could benefit include: 1- [add project or initiative and 2- [add project or initiative]

This training is also an excellent opportunity for me to network with industry peers and gain knowledge from sharing experiences as well as find out about their newest solutions to meet our most critical business issues. More details about the training are posted on the [UAI Training website](http://training.utilityanalytics.com).

**Here is an approximate breakdown of training costs if I take the public classroom offering:**

Airfare: $XXX

Transportation (shuttle service, ride share, or taxi): $XXX

Hotel (per night): $XXX

Meals: $XXX

Training registration fee $XXX

Total: **$**XXXX

**Here is an approximate breakdown of training costs if I take the virtual classroom offering:**

Training registration fee $XXX

Total: **$**XXXX

Upon my return from the training, I’ll submit a **post-training report** that will include a summary, major take-aways, tips and suggestions to optimize our current investment in the **“insert course name”** course.

Thank you for considering this request. I look forward to your reply.

Regards,

YOUR NAME

**About this Training**

**“insert course name + course description from UAI training website”**