Dear [manager name]:

I would like to ask you to approve my request for training by [American Modern School of Accounting](https://www.amsa-online.com/), a nonprofit corporation. American Modern School of Accounting (AMSA) provides professional training in financial accounting and accounting information systems as well as affiliation with a network of successful and motivated professionals who contribute to the future development of their profession.

By receiving this training, I will become a stronger contributor to our team and our company overall. Also, I will be able to perform more effectively with partners, clients, and suppliers.

Additionally, I will have the opportunity to meet and learn from other accounting professionals, share ideas, ask for advice, and provide mutual support as we reach our professional goals.

Attached you will find a copy of the invoice for your consideration. This entitles me to one-year access to AMSA’s computerized accounting program.

I am excited about this opportunity and hope you will be interested in supporting me in my professional development.

Please let me know if you have any questions.

Sincerely,

[Your name]