**Template for TMG University Course**

Dear [Supervisor Name]:

TMG’s [name of course] presents an opportunity for me to fine-tune my knowledge, learn new skills, and discover leading-edge issues impacting Provider Lifecycle Services. I will learn best practices, success stories, tools, and practical solutions that will enable me to better serve [name of organization].

Through taking this course, I plan to achieve the following three objectives:

Objective 1:

Objective 2:

Objective 3:

This course will enable me to not only achieve my objectives, but to bring my learnings back to our department to share with my colleagues.

I would appreciate your approval to underwrite the cost of this course.

Sincerely,

[Your Name]

**Template for TMG Webinar**

Dear [Supervisor Name]:

TMG’s [name of webinar] presents an opportunity for me to fine-tune my knowledge, learn new skills, and discover practical solutions that will enable me to better serve [name of organization].

Through attending this webinar, I plan to achieve the following three objectives:

[Objective 1 from webinar description]

[Objective 2 from webinar description]

[Objective 3 from webinar description]

This webinar will enable me to not only achieve my objectives, but to bring my learnings back to our department to share with my colleagues.

I would appreciate your approval to underwrite the cost of this webinar.

Sincerely,

[Your Name]