



Commercial Finance Association

How Do I Ask for Approval to Attend a CFA Education Workshop?

It can be intimidating asking for approval to take a workshop, especially if you are new to your position or department. Here is some sample language you can use to request approval, feel free to customize as necessary.

Sample

I am requesting your approval to attend [name of CFA workshop, date].

The Commercial Finance Association is the premier community for commercial finance organizations and professionals.

The benefits of the workshop provide value to our team:

- Increasing my knowledge base and ability to contribute by sharing that knowledge across the team [cite specific workshop offerings that will allow you to do this].
- Networking with peers from across the industry to learn how they solve similar problems, share information, and collaborate to find new approaches [highlight the specific networking opportunities with both large and small groups].
- Learning more about aspects of the industry with which I may not be familiar [list sessions or instructors that will contribute to your learning].

If I register by [date], I will save [amount] on the registration fee. I hope you will support my attendance.