**Justification Letter – NGMA Annual Grants Training**

Need help requesting permission to attend from your supervisor? Below is a sample letter that may be used to explain the benefits of attending the National Grants Management Association’s Annual Grants Training (AGT), for both the individual attendee and the organization. Use this template to get started and feel free to customize the language to fit your and your organization’s specific needs.

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Dear [**supervisor’s name**],

I am requesting permission to attend the National Grants Management Association’s 2026 Annual Grants Training (AGT) on **[dates].** In a time where federal financial assistance activities are under close scrutiny, it would be beneficial to my job performance and our organization’s bottom line for me to expand my knowledge and network with peers in similar scenarios.

This event provides opportunities to attend various training sessions that directly apply to my role and to network with subject matter experts and grants management peers from around the nation and abroad. The agenda includes presentations pertinent to **<insert your primary function here. Ex: accounting, finance, program management, etc.)>** and will provide information on how to **<insert session benefits relevant to you>**.

I have identified several education sessions on the agenda that will help me learn and understand how we can improve our grant program processes. The presenters are industry experts who have faced and successfully navigated challenges similar to ours.

**<Insert the session descriptions which most apply to your responsibilities.>**

I am sharing these specific presentations because they directly relate to current issues within our organization. Getting the information in a training format will significantly reduce the time and costs that **<your organization’s name>** would normally spend in researching the topics. Please note, I have pinpointed several other sessions relevant to my responsibilities that I wish to attend, but only highlighted a few to keep this memo brief.

I am requesting funding for this event, including the training and travel expenses. A cost breakdown is detailed below.

**<The numbers in brackets below should be adjusted to reflect the registration rate that applies to you. ($1,069 Member rate vs. $1,243 Non-Member rates)>**

Training costs are **<$xxx>** and can be reduced by $100 if I register before the early bird registration deadline of December 2, 2025.

**<Travel and lodging costs vary, so if you’re including those costs in your request, be sure to include a sentence with your anticipated travel costs in your request.>**

 The opportunities for me to develop better contacts and gain knowledge in specific areas of **<your area of expertise>** makes my attendance at the NGMA Annual Grants Training, a worthy investment, that benefits not only my professional development but the advancement of our organization as well.

Sincerely,

**<Your name here>**