[Date]

Dear [Name]:

Keeping up with the ever-changing laws and regulations that govern the Title IV student financial aid programs has become increasingly difficult. With the budget battles in Congress and the increase in audits announced by the U.S. Department of Education, it is vital that we in the financial aid office stay up-to-date and learn how to implement any changes to the student aid programs so [your institution] remains in compliance. For this reason, I am proposing that I enroll in the NASFAA U Online Course: [course name], offered [date].

This NASFAA U Online Course is a vital training and professional development opportunity that cannot be gained anywhere else. It will provide me with valuable, updated information on [course topic] and, most importantly, how to implement any changes to better serve our students.

More than 2,000 financial aid professional from across the country have participated in NASFAA U Online

Courses and have earned over 8,000 credentials. I will have full access to the NASFAA U Instructors during the course through the live course sessions, direct email, and weekly instructor office hours. Additionally, I will have multiple opportunities to network and share best practices with my peers.

The registration fee for this NASFAA U Online Course is $[course registration fee].

I hope you agree that this NASFAA U Online Course is a good investment of time and resources that will benefit the financial aid office, the institution, and our students greatly. I’d like your approval to register today.

Thank you for considering this request.

[your name here]