[ INSERT DATE ]
To: [ INSERT SUPERVISOR’S NAME ]
From: [ INSERT YOUR NAME ]
Subject: Important Opportunity for [ INSERT NAME OF INSTITUTION ]

I am writing in hopes of gaining your approval to utilize NASFAA’s Compliance Engine Self-Evaluation Checklists and Policies & Procedures Builder.

If you aren’t familiar, the NASFAA Compliance Engine is an online tool schools can use to centralize and streamline their compliance efforts. It is made up of two modules. The Self-Evaluation Checklists module features a series of checklists we can use at no additional charge to evaluate our prior year financial aid administration and ensure we remain in compliance with federal laws and regulations. The Policies & Procedures Builder, which is available for a yearly fee of just $119, has online templates that include federal requirements and clickable regulatory resources to help us create a centralized policies and procedures manual.

Here are just a few of the many reasons I think using these tools would be beneficial for our team, and more importantly, [ INSERT NAME OF INSTITUTION ]:

* Centralization – All data is stored online and easy to download and share with key stakeholders and other offices on campus.
* Compliance – References and resources in NASFAA’s compiled Title IV legislation are only one click away and we’ll receive notifications of any updates and changes, so we can ensure we stay in compliance.
* Interdepartmental collaboration – We can assign checklists and manuals, topic sections, and even individual line items to staff within our own office and colleagues in other offices on campus, and can add notes, set deadlines, and monitor completion.
* Knowledge – We will grow our expertise as a compliance authority with timely regulatory updates, extensive organizational tools, and checklists.

Perhaps most important, these capabilities will reinforce our ability to protect [ INSERT NAME OF INSTITUTION ] from an unnecessary finding during an audit or program review.

We can start using the Self-Evaluation Checklists immediately, as part of our NASFAA membership, and at just $119/year, I see tremendous value in adding the Policies & Procedures Builder onto our membership. Once we get our manual up and running, it will be like having an extra full-time employee working on our compliance efforts without increasing our budget.

Thank you for your consideration of this request. Can we schedule a time to talk further about this opportunity?

Sincerely,

[ INSERT YOUR NAME AND TITLE ]