**<Date>**

Dear **<XXX>**,

I would like approval to attend **FDR** **Training**SM in Orlando, Fla., August 6 - 9, 2024. **FDR** is a qualified training activity in accordance with OPM’s 5 CFR 410.404. Now in its 39th year, **FDR** is known throughout the federal community as a trusted and respectedsource for high-quality professional training for federal HR, EEO, diversity, employee/labor relations and ADR practitioners. Plus, the annual *cyber*FEDS® Users Group is part of the program, giving me even more training opportunities.

The program features a plethora of educational workshops and sessions which provide proven techniques to help me reduce conflict, stay in compliance and avoid costly complaints. All of the workshops and sessions are presented by agency leaders, federal practitioners and federal employment law experts, as well as respected attorneys and consultants in the field.

Upon approval I plan to attend trainings focused on **<XXX>** which directly relate to the current challenges I’m facing. Each training provides clear-cut takeaways, with cutting-edge solutions that can be immediately implemented when I return. Plus, I receive materials from all workshops and sessions — including those I'm unable to attend — so I can take advantage of all the training available.

**CLE credit is available, including a session that meets most states' legal ethics training requirements, plus the opportunity to satisfy the EEOC's counselor and investigator annual refresher training requirements.**

Breakdown of costs:

Training Fee: $**<XXX>**

Airfare: $**<XXX>**

Other Transportation: $**<XXX>**

Hotel: $**<XXX>**/night @ **<XXX>** nights — prevailing federal per diem

Meals: $**<XXX>** (my training pass includes breakfast every day, lunch on Wednesday and refreshment breaks)

Total Training Cost: $**<XXX>**

Please consider my request as **FDR Training** is a wise investment for our agency.

Sincerely,

**<XXX>**