Suggested Subject Line: Requesting a Professional Development Membership

Hi [Your Boss’ Name],

I’d like to ask for your support and approval to purchase a [Local/Power] membership with the Greater Richmond Chapter of the Association for Talent Development (GRATD). I want to invest in my professional development this year, and GRATD has extensive resources to support the work I do at [Employer Name].

Here are some examples of the benefits available to GRATD members with a Local Membership:

* Access to virtual and in-person programs and content on trending topics in the learning and talent development industry
* Access to special interest groups with industry leaders
* Exclusive access to an LMS with content to support my professional growth

Power Membership gives me access to all the local benefits and others through the National ATD network. Those benefits include:

* Library of tools, checklists, guides and templates
* Archive of webinars and conferences
* Access to industry case studies and whitepapers
* Discounts on ATD products and services including industry-leading certifications

The investment into my [insert type of membership: Local or Power} membership is [insert amount]. This is a fraction of the dollar value associated with all the member benefits I will receive and can put to work for [Employer Name].

If you want to take a closer look at the benefits of membership, you can find more information here:

* Greater Richmond ATD Benefits: <https://www.richmondatd.org/Membership-Benefits>
* National ATD Benefits: <https://www.td.org/join-atd>.

I‘d love to set up some time to answer any questions you might have for me.

Thank you for considering,

[Name]