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**Subject:** My Professional Development -- Professional Organization Membership Dues

I am actively involved in a professional organization, the Association for Talent Development, Northeast Florida chapter. My membership in this organization gives me access to tools, solutions, and insights that I implement daily in my job.

Each month this organization holds one or more professional development workshops where local and national speakers address general leadership/professional development topics or developments specifically of interest to the training and talent development industry. These programs always provide me with some sort of take-away that I can apply to my current position or project.

These workshops also provide great networking opportunities. Because of my membership I have access to contacts in many industries and with multiple skill sets. On a monthly basis I can reach out to these folks for guidance, tips, or practical advice on projects I am working on here at XYZ Company.

Finally, my serving as a board member/committee member/volunteer for ATD is giving me additional opportunities to develop my leadership and communication skills.

My membership in this organization positively impacts my performance here at XYZ Company. I would like to request that my membership fees are considered as part of my professional development and are supported by the company. Ideally, I will be a member of both the Local and National organizations. The annual fee for complete dual membership is $289.00\* (less than the cost of a single out-of-town seminar). This includes a whole year's worth of professional development workshops with no additional costs.

Sincerely,
Your Name

\* Power Membership (includes National and Chapter level membership)