

Dear **<name of supervisor>**,

I am interested in taking some additional training that will help me better perform my job, and have learned about a government grant that will help our organization cover the cost.

The Canada-Alberta Job Grant covers 66 percent of the cost of eligible employee training up to a maximum of \$10,000 per year.

I would like to take a program from Mount Royal University that potentially qualifies for the Canada-Alberta Job Grant. The **<insert program/course name here>** will teach me skills such as **<insert applicable skills>** that I can immediately apply to my job.

To qualify, an application form needs to be submitted 30 days before the training start date of **<insert program/course start date>**. Once this training has been approved and I have completed the program, two-thirds of the cost will be reimbursed to the organization.

Mount Royal University has provided an overview of the grant program [on their website](#) and has training experts available to assist with any questions at 403.440.5588.

The Government of Alberta also provides [information on their website](#) along with the required forms.

Thank you for investing in my skills development. I welcome the opportunity to discuss this idea with you.

Sincerely,

<your name>