**Subject: Request to attend UKCISA training course**

Dear [Approving Manager],

I would like to request your approval to attend a UKCISA training course: [enter name of course] which will be held online on [enter date and time of course].

A bit about UKCISA. As an institution, we are a UKCISA member. The UK Council for International Student Affairs (UKCISA) works to support international students and the institutions, students' unions and organisations who work closely with them. They give advice directly to students, and support their members by providing training, up-to-date guidance about relevant rules and information, from immigration, student finance and fees to the wider student experience. I’ve previously attended their [training/conference] and found it a huge help in my work.

After reviewing the training details and considering its relevance to our current work and projects, I believe it would be a valuable opportunity for my professional development and would support us to achieve our objectives in the coming year.

I’ve reviewed the training content and objectives. This course will enable me to:

* [insert bullets from ‘this course will help you to’ list on the training summary]

It will also support me to:

*Add or delete as appropriate*

* Gain insights, network with industry experts, and bring back valuable knowledge that could positively impact our ongoing initiatives.
* Connect with leaders and mentors to strengthen my/our professional network.
* Stay ahead of industry trends and competition.
* Learn new skills and for my continued professional development in international education.
* Gain fresh insights, ideas and perspectives from speakers and attendees.
* Discover valuable strategic insight for the future.
* Promote Professional Well-being - Take a break from the routine and develop a sense of community with others in the sector.

The full course fee costs [insert course fee] for UKCISA members.

I would be happy to share what I’ve learned with the team after the event, to provide key takeaways and show how it has supported my work over the coming year.

Thank you for considering my request. I look forward to your response.

Many thanks,

[NAME – TITLE]