XX November, 2021 (insert the day)

Dear (insert manager’s name),

I'm interested in attending a training workshop that will help advance my skills and bring back useful new knowledge and expertise to the “insert dept or org name here”

There are a number of online training opportunities being offered.

1. [**Introduction to Remote Sensing Analysis using QGIS**](https://sites.grenadine.co/sites/gogeomatics/en/geotech-training/schedule/1468/Introduction%20to%20Remote%20Sensing%20Analysis%20using%20QGIS) – leverage open-source GIS for practical expert-guided sessions of image analysis.
2. [**GIS Project Management Practices**](https://sites.grenadine.co/sites/gogeomatics/en/geotech-training/schedule/1455/GIS%20Project%20Management%20Practices) – rise above others by learning to managing GIS project tasks, costs and schedules professionally.
3. [**Introduction to Open-Source GIS with QGIS**](https://sites.grenadine.co/sites/gogeomatics/en/geotech-training/schedule/1467/Introduction%20to%20Open%20Source%20GIS%20with%20QGIS) – take advantage of this training to put “QGIS” – the most popular open-source GIS software package – in our portfolio of skills.
4. [**How Drones Support Geospatial Data Collection & Applications**](https://sites.grenadine.co/sites/gogeomatics/en/geotech-training/schedule/1502/Introduction%20to%20Using%20Drones%20for%20Geospatial%20Applications) – become part of the loudest buzz created in the geospatial community by learning about the characteristics and capabilities of drones for geospatial data collection.

(From the above, delete the ones which are irrelevant to you)

This training program will be completely online, saving my cost of travel and accommodations.

This training will be very useful to me and the “organization or dept name” because:

1. Most remote sensing packages are very expensive. I will learn hands-on techniques for remotely sensed image analysis on free open-source software, saving us in annual license and maintenance costs.
2. I will get to learn project management methodologies that are only taught after a career’s time of gathering them in a practitioner’s toolbox.
3. The QGIS course will allow me to learn what open source software can and can’t do in comparison to what we use now for GIS.
4. Through the course on drones and data collection, I can learn the latest trends in the fields so as to propose new solutions as to how we can become more efficient.

(From the above, delete the ones which are irrelevant to you)

1. The remote sensing course uses real-world data allowing us to complete expert guided hands-on exercises to learn the techniques well. This can make the transition in applying the techniques to our work setting easier.
2. There is plenty of project management training out there, but the course offered here focuses on GIS project management best practices, which can help us plan and manage our GIS projects better.
3. As the capabilities of open-source GIS like QGIS keeps increasing they are becoming more competitive with respect to standard GIS. We need to study if we can incorporate it in our simpler GIS workflows.
4. Currently, there is a lot of hype around drones. We need sift the wheat from the chaff when it comes to their capabilities and applications.

(From the above, delete the ones which are irrelevant to you)

1. The remote sensing course will teach me important principles to preprocess, process, analyze and interpret images of our areas of interest ourselves rather than contracting this work out expensively.
2. During the GIS project management course, I will network with others to learn about their PM problems and how they overcame them.
3. The open-source movement is gathering steam as there is a trend for the GIS community to develop and share their software/extensions free to the community. I want to be part of this movement as it can help us in collaboration and goodwill in our industry.
4. The course will cover the topic of drone image mapping which is rarely offered in other trainings. It can help in understanding the image capture workflow using drones which is less involved and less expensive than tasking image capture using a satellite or plane.

(From the above, delete the ones which are irrelevant to you)

Upon my return from “Course name” training, I would submit a post-training report that would include an executive summary, major takeaways, and recommendations that will benefit our team. I will also make any and all training materials available to my colleagues and key personnel throughout the organisation. I can also talk to the team about what I have learned to share the knowledge.

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

Sincerely,

(Insert your name here)