**<Date>**

Dear **<XXX>**,

I would like approval to attend **FDR** **Training**SM in New Orleans, La., July 28 - 31, 2025. **FDR Training** provides high-quality compliance training for federal EEO professionals, general counsel and attorneys, ER/LR practitioners, human resources specialists, and ADR practitioners. It is a qualified training activity in accordance with OPM’s 5 CFR 410.404.

The program features dozens of workshops and sessions so I can choose those best suited to helping me develop the skills and knowledge needed to fulfill our agency mission. I will learn proven techniques to help me reduce conflict, stay in compliance with civil service law, and avoid costly complaints. All of the workshops and sessions are presented by agency leaders, federal practitioners, and federal employment law experts and attorneys.

Upon approval I plan to attend trainings focused on **<XXX>** which will also cover the latest changes in laws, regulations and Trump administration mandates impacting the federal workforce. Each training provides clear-cut takeaways, with cutting-edge solutions that can be immediately implemented when I return. Plus, I receive materials from all workshops and sessions — including those I'm unable to attend — so our agency will benefit from all the training.

**CLE credit is available, including a session that meets most states' legal ethics training requirements, and there is a full-day training that satisfies the EEOC's counselor and investigator annual refresher training requirements.**

Breakdown of costs:

Training Fee: $**<XXX>**

Airfare: $**<XXX>**

Other Transportation: $**<XXX>**

Hotel: $**<XXX>**/night @ **<XXX>** nights — prevailing federal per diem

Meals: $**<XXX>** (my training pass includes breakfast every day, lunch on Wednesday, and refreshment breaks)

Total Training Cost: $**<XXX>**

Please consider my request as **FDR Training** is a wise investment for our agency.

Sincerely,

**<XXX>**