

Dear _____,

I hope you are doing well. I am writing to request approval to attend the **Intro to Transit Planning for Sustainable Communities** training program offered by the Canadian Urban Transit Association (CUTA). This is an excellent opportunity for me to gain a foundational understanding of transit planning and how it directly applies to my role and our organizational objectives.

Course Overview & Relevance to My Role

The introductory version of this program is designed for professionals who are new to transit planning or who want to expand their knowledge in a way that aligns with their current job responsibilities. The course covers a broad range of essential topics, including transit demand, service design, costing, and the integration of transit with land use and broader mobility networks.

Given the nature of my work, I believe this training will be particularly valuable in helping me to:

1. Module 1: Introduction to Transit Planning

This module will provide me with an understanding of the key outcomes transit planners and municipal officials aim to achieve. I will gain insight into how transit systems are planned to meet the needs of communities, as well as how to align those systems with broader objectives. This foundational knowledge will help me better understand the role transit plays in supporting our organization and community's goals.

2. Module 2: Transit Demand and Service Guidelines

The second module will help me understand the different passenger types and travel patterns that influence transit demand. I will also learn how to establish service guidelines, which are essential for designing services that meet the needs of our community. Gaining expertise in customer experience and demand forecasting will help me apply these concepts to our current and future transit planning efforts.

Cost Justification

The cost of the program is \$_____, which includes approximately 8 hours of real-time virtual training. I believe it will be extremely valuable in equipping me with the skills and knowledge necessary to contribute to our organization's transit planning efforts more effectively. The foundational understanding I will gain from this course will allow me to better support our team, improve decision-making, and align our work with broader transit and community development goals.

I believe this training will directly enhance my work and contribute to the overall success of our projects. I would greatly appreciate your support in approving this opportunity. Please let me know if you need further details or have any questions about the program.

Thank you for considering my request. I look forward to discussing this further.