

Dear \_\_\_\_\_,

I hope this message finds you well. I am writing to request approval to register for the **Transit Planning for Sustainable Communities** training program offered by the Canadian Urban Transit Association (CUTA). This program is a unique opportunity to deepen my knowledge and skills in transit planning, which will directly benefit our work and support the organization's broader goals.

### **Program Overview & Benefits**

The program provides in-depth, hands-on training in areas that are essential for improving our transit planning efforts. It covers key topics such as transit demand, supply, service design, and performance monitoring, while emphasizing the integration of transit with broader community goals.

Here are some of the specific areas I believe will benefit our team and organization:

1. **Transit Planning Theory & Service Design:** The program will help me understand the broader outcomes that transit planners and municipal officials aim to achieve, and how transit can contribute to these outcomes. I will also gain knowledge of service design in both urban and rural environments, which can help us better tailor transit services to meet the needs of our community.
2. **Integrated Mobility & Land Use:** The program explores how transit interacts with land use and broader mobility frameworks. This is crucial as we aim to align our transit planning with urban development strategies and create more sustainable and efficient mobility systems.
3. **Costing & Financial Performance:** Understanding the operational and capital cost requirements is essential for effective budget management and long-term planning. The program will provide valuable insights into cost considerations and financial performance metrics that will support more sustainable fiscal decision-making for our transit operations.
4. **Practical Application with Tools:** The program includes hands-on assignments using tools like Remix software, which will allow me to design transit routes and service plans based on real data. This experience will enhance my ability to directly contribute to real-world projects and bring practical, actionable insights to our team.
5. **Networking & Knowledge Sharing:** Through this virtual program, I will have the chance to engage with a group of professionals from across the Canada, sharing experiences and strategies, which could provide valuable perspectives for our work.

**Cost Justification**

The full program costs approximately \$\_\_\_\_\_, for about 38 hours of real-time virtual training. Given the extensive and specialized knowledge offered in the program, I believe this is a worthwhile investment. By attending, I will be able to bring back skills and strategies that can be immediately applied to our transit planning processes, resulting in more effective decision-making and a stronger alignment with our organizational goals.

Additionally, the training aligns with our team's long-term objectives, especially as we work toward building more sustainable, efficient, and community-focused transit systems. I am confident that the knowledge gained will improve our operational efficiency and contribute to our overall success.

I would greatly appreciate your support in approving this training opportunity. Please let me know if you need any additional information or have any questions regarding the program.

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