

Dear [INSERT NAME],

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 program explores the foundational principals of the transit planning process including service design and evaluation. Participants will work with real-world scenarios and learn from industry experts with several years of experience in transit planning and the transit industry. It covers a broad range of topics including transit supply, service planning, land use integration, integrated mobility, and transit costing.

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

- Understand the key outcomes of effective transit planning, including customer experience, sustainability, equity, and financial performance
- Understand the importance of how transit demand and supply inform service decisions
- Apply principles of effective transit service design and network planning
- Understand the financial and operational implications of transit planning decisions
- Collaborate with peers to develop practical transit service plans

Cost Justification

The cost of the program is \$400 - 700, which includes approximately 8 hours of real-time facilitator lead 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.