

Dear [insert supervisor's name],

I am very interested in expanding my knowledge of airport operations and would like to take advantage of the professional development opportunities available.

Airports Council International-North America (ACI-NA) has launched an accredited e-Learning training curriculum, the U.S. Airport Professional Program (USAP) that will equip me with the leadership and strategic management skills necessary for my advancement in this industry. I am requesting your approval to enroll in this program.

In addition to leadership development, USAP covers a full range of current airport management topics such as business strategy, commercial management, finance, operations, safety, security, and air service. The program is comprised of seven courses and will take 75 hours to complete. It also includes an individual assignment that in total with the courses, must be finished within 18 months from the enrollment date. However, this training will not detract from my work responsibilities as it is fully self-paced.

After completing the program, I would be awarded the U.S. Airport Professional (USAP) designation and sent a graduation package. There is a reaccreditation requirement following a three-year term from the date of graduation. The task is to complete a short online form providing a verification of 30 Continuing Education Units (CEUs) that I would earn during the three years.

The CEUs could be earned by simply participating in ACI-NA's Steering Groups, Committees, attending industry conferences or meetings, or speaking at industry events.

The cost of my participation in USAP is \$3,500. The enrollment fee includes all e-Learning courses, individual assignment details, and the graduation package. In comparison to other industry accreditations, the USAP Program is a custom-designed curriculum specifically for U.S. airport industry professionals, with a key emphasis on leadership and strategy development built into each online course.

Having this designation after my name will not only depict my professional commitment, it will also promote [insert airport name's] commitment to industry excellence.

There are many benefits to enrolling in this program, but by far the biggest draw for me is the enhanced credibility and networking it offers. As the airport industry continues to evolve, I feel it is in my best interest to broaden my range of expertise while making lasting connections.

To view more information about USAP, please visit ACI-NA's [website](#).

Thank you for your consideration of this opportunity. I look forward to hearing from you.

Kind regards,

[insert name]