Your Name
Your Address
City, State, Zip Code

DATE

Name of Official
Position of Official
Company’s Name
Company’s Address
City, State, Zip Code

RE: Opportunity for Training

Dear Name of Employer,

This letter is a formal request for you to consider allowing me to book onto the AutoSens Academy training course.

The 12-module program is being offered by AutoSens and is open to all engineers and technologists from a variety of backgrounds, wanting to gain a comprehensive understanding of the full perception system including design, manufacture and operation. You can find out more at [www.auto-sens.com/academy](http://www.auto-sens.com/academy)

They have brought together an expert line up of instructors, to guide tutees through all the core technical disciplines required to build the latest ADAS or autonomous vehicle system. I have been looking at options for training recently and I have not found anything else like this, since it provides training in all the key components interfaces, software, testing, safety protocol and will also provide industry context.

The course will run for 12 months, and the total fee is £1999, however, there is an early sign-up discount available of £500. This is a similar rate to some conferences and no further costs are required here since no travel is required.

The course will be conducted online, so I will be able to undertake most of the training in my own time, with videos available to watch on-demand. There will be a half-day group training session every four weeks, which will provide added value and I will make sure that this fits in around my other commitments.

The Academy is using a flipped classroom approach to teaching, combining guided and interactive learning, self-driven research, live sessions with agile-based learning, homework and group exercises and extensive access to additional reading materials.

I believe participating on this course will get me up to speed on the state-of-play in vehicle perception technology and help me to work more confidently on my projects and maximise the impact of my work.

I would be happy to discuss the details of the course with you at any time. The first module of the course begins on 29th March, and though I can register at any time, I would be keen to start on this date if possible, and benefit from the early sign-up savings.

Thank you for considering my request.

Sincerely,

Your Signature

Your Printed Name