



INSTRUCTIONS

To use this sample memo, simply highlight the text that appears on the page, copy (control-c) and paste (control-v) it into your word processing program. Sections in **[square brackets]** should be customized with your information. Feel free to shorten or otherwise adapt this memo to fit your needs.

To: **[name of your manager and/or person who would approve your request to attend]**

cc: Finance

From: **[your name here]**

Date: **[fill in as appropriate]**

Subject: Request for Training Authorization

I request your authorization for me **[and/or ___ # of my staff members]** to attend a unique global payroll training program offered by the Global Payroll Management Institute (GPMI). What **[we, I]** learn at this educational event will directly benefit our organization's bottom line.

The program is called Global Payroll Taxation and Compliance Course. It's a series of live, country-specific seminars presented over four days. The curriculum covers in depth payroll issues in China, Hong Kong, Japan, India, Germany, and France. **[We, I]** would like to attend the four-day seminar series which will be presented in **[insert city here]** on **[insert dates here]**.

This training will be invaluable as we seek to grow and support our presence in the global marketplace. It will greatly help our payroll operations stay in compliance with the many complex laws and regulations governing payroll in these six countries. Our failure to keep updated on these requirements could cost us thousands or even millions of dollars in noncompliance penalties.

The Global Payroll Management Institute focuses exclusively on providing education, publications, and global networking opportunities for payroll professionals worldwide.

The return on investment (ROI) from attending this event will be immediate and significant. Therefore, I request your approval to attend this special training program from the Global Payroll Management Institute.