[Subject:]

Ellie Mae Encompass Administrator Essentials Workshop

Hi [Insert manager’s first name],

Ellie Mae is offering an Encompass Administrator Essentials Workshop [insert dates and location] and attending this workshop would be an excellent opportunity for both myself and the entire company in terms of what I will be able to learn and implement with this certification.

The Encompass Administrator Essentials Workshop is the first step at becoming a Certified Encompass® Administrator, which is the industry standard for recognition of Encompass Administrators who have demonstrated expert-level performance in maintenance, configuration, and troubleshooting.

By attending this training I will be able to master foundational Encompass Administrator skills, accelerate effectiveness in the management of our company’s Encompass solution, and increase our company’s ability to provide Encompass support for our employees day-to-day.

Take a look at the website to get a better sense of the value: <https://www.elliemae.com/education/courses/encompass-administrator-essentials-workshop>

To ensure I’m getting the most out of it I’d like to specifically place my focus on bringing back a solution or best practice to move [insert project] forward.

And here’s an approximate breakdown of workshop costs:

Average U.S. Airfare $395

Four-night stay at hotel approx.$900

Dinners *(breakfasts and lunches are provided)* $150

Encompass Administrator Essentials Workshop $3,975  
Round-trip airport taxi $50

Total: $5,470

I’m looking into ways to keep expenses to a minimum, including airfare sales, hotel discounts, and ride-sharing. And I'll be sure to submit a post-workshop report that will include a summary of my training and a set of recommendations based on the best practices I learned.

Let’s set up a time to talk if you want to go over any details, or you can let me know if I have the go-ahead.

[Your name here]