Dear [your supervisor/manager/director],

I’d like to attend **Nacha’s** [**Payments Institute**](https://tpi.nacha.org/oc-experience)**, July 13-16, 2025, in Atlanta, GA**. The Payments Institute is the place professionals from across the nation turn to for the very best in payments education.

The [Standard Program](https://tpi.nacha.org/oc-programs) offers me flexibility when it comes to learning. When building my own curriculum, I can follow a specific school of study or mix and match - whatever suits us and meets our goals.

[The Payments Institute offers a [Master's Program](https://tpi.nacha.org/sessions-on-campus?title=&track=40) that I am eligible for this year. These advanced level courses provide a deep dive on topics relevant to the ever-changing payments world.]

[Since I’m taking the AAP, AFPP, or APRP exam soon, I plan to follow the [Accreditation Prep School of Study](https://tpi.nacha.org/sessions-on-campus?title=&track=44) as courses focus on topics that parallel the exam and offers test taking tips. These courses will provide an extra dose of training to help me successfully pass the exam.]

[Also, as an AAP and/or APRP, I am required to maintain my accreditation by earning 20 education credits per year. The Payments Institute is an [effective way to earn up to 20 credits](https://tpi.nacha.org/oc-cont-ed#nacha-cecs) for 2024!]

To help with planning, I estimate my total costs will be [$XX]. **[I can save money if I register by June 12.]** A breakdown is below:

Reg fee: [$XX]

Airfare: [$XX]

Transportation: [$XX]

Hotel: [$XX]

Meals: $ [$XX]

I am confident you will agree that attending the Payments Institute is a wise and worthwhile investment. It is an opportunity for me to build relationships with industry professionals, attend valuable courses and get actionable takeaways that I’ll bring back to our team for immediate implementation.

[Your Standard Closing],

[Your Name]

Website: <https://tpi.nacha.org/oc-experience>

Enroll: <https://tpi.nacha.org/registration>