***[Insert date]***

Dear ***[insert name of your supervisor]***:

I am interested in training to improve ***[my / our team’s]*** skills, which I think will help ***[insert employer name]*** draft and negotiate technology contracts faster, as well as manage risk. I think this training will reduce long-run costs, through faster and better negotiations, and improve our contracts – both for typical software deals and for deals involving newer, more cutting edge technology, like AI. I am writing to ask you to approve training from Tech Contracts Academy.

Here is some information about the training provider, and the training I’d like to take:

* ***About Tech Contracts Academy***: [Tech Contracts Academy](http://www.techcontracts.com) provides training and other tools for contract managers and lawyers. The trainer and founder is **David Tollen**. He’s the author of *The Tech Contracts Handbook*, which is one of the top three bestsellers from ABA (American Bar Association) Publishing. He’s also a lawyer and expert witness, and he often teaches IT contracts at UC Berkeley Law School. [Here’s his bio](https://www.techcontracts.com/david-w-tollen-full-biography/).

Tech Contracts Academy offers the training to improve both skills and confidence, each of which eases negotiations and cuts time and money out of the process. Their marketing also says David Tollen makes complex topics simple, clear, and user-friendly.

* ***About The Training:*** The trainings range from eight hours, for their Tech Contracts Master Class, to one hour. These trainings are practical – using sample clauses and real-life examples to illustrate key concepts. This will help me apply what I’ve learned, in my work.

I’m asking you to approve the following course(s), which I think will help with ***[insert project(s)/task(s) if any, or delete “which I think will help with …”]***.

***[Course Name] [Price] [Date, for live courses]***

***[Course Name] [Price] [Date, for live courses]***

***[Course Name] [Price] [Date, for live courses]***

***[Obtain titles of live and/or on-demand courses desired, and pricing, from*** [***https://courses.techcontracts.com***](https://courses.techcontracts.com/)***].***

Please let me know if you would like to see curriculum details. ***[These are available on each course’s page; consider including page links, and other information relevant to your situation, such as that on-demand courses are available for one year; live courses offer short-term access to recordings also; completion certificates are provided; California CLE is available for attorneys].***

Please let me know if you have any questions. Thank you.

Regards,

***[insert your name]***