Dear (Insert Name);

I have discovered a great opportunity to help make our workplace safer. The National Safety Council offers a [**Principles of Occupational Safety and Health (POSH)**](http://www.nsc.org/learn/Safety-Training/Pages/Courses/principles-of-occupational-health-safety.aspx) certificate course. This four-day training covers 19 important safety concepts and provides best practices for implementing and managing a safety program. The course will help me:

* **Gain new perspectives:** Real-life case studies will be reviewed, and a balanced perspective of the full scope of occupational safety and health issues will be presented
* **Build my confidence:** The most important components of occupational safety and health will be covered, as well as specific ways I can put them into practice at our company.
* **Learn new techniques:** Not only will I learn how tohelp prevent injuries, avoid mistakes, minimize costs and maximize the effectiveness of our safety initiatives, but this course also covers topics such as communication processes, record-keeping and emergency action planning
* **Learn Safety Best Practices:** This course delivers a solid curriculum of important safety concepts with an emphasis on best practices for implementing and managing a safety program

The course fee is $1,295 for NSC members and $1,650 for nonmembers. Additional details on topics covered and key takeaways can be found on the [course webpage](http://www.nsc.org/learn/Safety-Training/Pages/Courses/principles-of-occupational-health-safety.aspx).

After attending this four-day training, I am confident I will have the knowledge and skills to develop and implement a safety action plan for our organization.

Additionally, completion of the POSH course will qualify me to pursue the NSC **Advanced Safety Certificate (ASC)** program, a nationally recognized program that will further my safety knowledge. Beyond helping me direct our organization's safety plan with even greater efficiency and success, the ASC program will:

* **Provide a balanced approach to safety management:** In addition toproviding an in-depth look at the issues safety practitioners face every day, the ASC curriculum addresses administrative, technical and cultural elements of the job
* **Sharpen my leadership skills:** The ASC curriculum helps hone problem-solving, decision-making and delegation skills, improving my effectiveness as a manager and leader
* **Provide a network of safety professionals:** The instructor-led format fosters a dialogue among peers, enabling me to learn from other safety professionals in various industries
* **Contribute to my required CEUs:** Courses within the ASC curriculum contribute from 0.65 to 2.6 CEUs, which are recognized and accepted by:
  + Board of Certified Safety Professionals/Certified Safety Professional
  + Institute for Safety and Health Management
  + American Industrial Hygiene Association

I have enclosed additional information on the POSH course and the ASC program. Please take some time to review the benefits of these programs and let me know if I have your approval to register for POSH and pursue my Advanced Safety Certificate.

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.