

**Subject:** Request for Employer Support – Canada-Alberta Productivity Grant

Dear [Manager's Name],

I would like to request your support in applying for the Canada-Alberta Productivity Grant (CAPG) to help fund my participation in [Course Name], offered by SAIT. This training is directly aligned with my role as [Job Title] and will help improve productivity, efficiency, and technical skills that benefit our team and the organization.

The CAPG is an employer-driven program; only employers can apply, and the application must be submitted through the CAPG Portal before training begins. For employed trainees, the program reimburses 50% of eligible training expenses, up to \$5,000 per person, per fiscal year, after the training is complete.

This course qualifies under the CAPG's eligible skills categories: Business Process and Operations / Technical / Digital and Technological Skills, and meets program requirements (instructor-led, based in Alberta, completed within 52 weeks).

By supporting my participation, you will be helping to:

- Build new skills that can be applied immediately to improve processes and results.
- Increase our organization's efficiency and competitiveness.
- Recover a significant portion of the training investment through CAPG reimbursement.

**Important:**

- **The employer is responsible for submitting the application and reimbursement claim.**
- SAIT cannot apply on your behalf but can provide detailed course information, cost breakdown, and supporting documentation required for your submission.
- I am happy to coordinate with SAIT to gather all required documents to make the process as smooth as possible.

More information on the CAPG program, including eligibility details and the application process, can be found at: <https://www.sait.ca/continuing-education/financing-and-registration/financing-your-education>

I believe this is an excellent opportunity to leverage external funding to strengthen both my capabilities and our organization's performance. I look forward to discussing this with you.

Thank you for considering this request.

Sincerely,

[Employee Name]

