

<Date>

Dear <Employer/Supervisor Name>,

I am writing to request financial sponsorship of my membership in the International Facility Management Association (IFMA).

Since 1980, IFMA has supported the educational, informational and networking needs of facility management professionals worldwide. The association represents more than 24,000 members in 96 countries and 133 regional chapters.

What I can learn from IFMA and fellow members would help me strengthen my skill set, be better prepared for heightened expectations, meet goals and address facility challenges with enhanced knowledge and insight.

IFMA members have access to comprehensive resources geared toward supporting and advancing the practice of FM, including:

- Education of the highest quality and relevancy to today's business demands;
- Knowledge-sharing and support among a strong community of professionals;
- Leadership development through volunteer and advocacy opportunities.

In addition to being a valuable career-builder for me, our organization would benefit from:

- Best business and workplace practices from around the world;
- The latest trends, technologies and research impacting the workplace;
- Direct access to the most reputable facility-related solutions providers.

Annual national membership fees are \$ 239.00. Members are required to join a local chapter. Membership in the *Upstate SC Chapter of IFMA* is an additional \$92.00. The benefits of local support and community participation are significant:

- Engaging with colleagues and business partners in our area;
- Attending educational programs, facility tours and best practices workshops without travel;
- Study groups for those pursuing CFM®, FMP® and SFP® credentials;
- Updates on FM news and activities in our area;
- Mentoring FM students at local colleges and universities;
- Giving back to our community through chapter projects and fundraisers.

I would greatly appreciate your sponsorship, covering my base and chapter membership fees. I would be happy to discuss the benefits of IFMA membership at your convenience. If you would like to learn more about the association, please visit www.ifma.org and www.upstateifma.org.

Thank you for your time and consideration.

Sincerely,
<Signature>

<Name>
<Title>