

Dear <Insert your Supervisor’s Name>,

I would like approval to purchase a <one-year> subscription to ***cyber*FEDS®** from **LRP Media Group** for the purposes of advancing our agency’s mission through professional development, training, and up-to-date guidance. *cyber*FEDS is the go-to online source for guidance on federal workplace challenges that practitioners at hundreds of agencies across the country already rely on. It’s the fastest, easiest, most authoritative way to stay connected to everything happening in federal employment law.

This resource will benefit everyone on our staff who works in any aspect of federal civil service law — Human Resources, Equal Employment Opportunity, Employee Relations, Labor Relations, Workforce Management, Pay & Benefits, and Workers’ Compensation. It will keep our entire team aligned to help keep our agency compliant and running efficiently, and strengthen everyone’s individual professional knowledge. That means fewer missteps and problems to manage and more time for us to focus on everything else demanding our attention.

I am seeking approval for the subscription cost, which includes access to the *cyber*FEDS website for <insert total # of subscribers> subscribers of our choice:

Subscription cost total: $<insert cost>

You can review information on ***cyber*FEDS** at [www.cyberFEDS.com](http://www.cyberFEDS.com). Please consider my request as this would be an invaluable learning resource for our entire staff.

Sincerely,

<Insert your name>