Dear **<Insert Manager’s Name>**,

I would like to request your approval to prepare for and take the 2018 AAP exam.

The success of **<Organization>** depends on our reputation for quality and integrity. Maintaining our high-quality principles includes ensuring we adhere to payments industry regulations, while observing the highest standards of risk management controls. Each time we originate, receive or return a transaction through a payments network, **<Organization>** assumes numerous warranties; and a breach of warranty can result in substantial financial penalties and reparation costs.

Examiners view having AAPs on staff as extremely important, and by becoming an AAP I hope to help **<Organization>** navigate such risks and challenges. The AAP exam will test my knowledge of a wide range of subject matter including the*ACH Rules*, the governing rules and regulations of the ACH Network and other payments systems, technical and operational requirements and risk management. In order to ensure I am fully prepared to take the AAP exam I would like to participate in EPCOR’s *AAP Prep Program*.

My registration for the intense, collegiate-style *AAP Prep Program* will include:

* 2-Day Exam Preparation Classroom Seminar
* AAP *Study Manual* in Electronic Form
* Online Quizzes to Help Prepare for the Online AAP Test
* Live Webinars and On-Demand Training to Reinforce Your Knowledge
* *Destination AAP* Computerized Practice Test Study Game
* Final Practice Exam and webinar
* An EPCOR Staff Mentor

The total cost for the *AAP Prep Program* is **<$695 Member/$1390 Non-Member>**. Since I will be attending the in-person seminar located in **<insert location>**, my travel cost will be **<Insert applicable travel costs>**. The 2018 AAP exam registration fee is **<$495 EPCOR/NACHA Member or $625 Non-Member>**, bringing the total for my preparation and exam to **<insert total cost>**.

Thank you for your consideration of this request. The *AAP Prep Program* kicks off on May 15th; therefore, I appreciate your attention to this request.

Sincerely,