Dear **<Insert Manager’s Name>**,

I would like to request your approval to prepare for and take the 2022 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 Accredited ACH Professionals (AAPs) 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. 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:

* AAP Study Manual in electronic form
* 22 interactive, online on-demand courses
* 4 online, practice exams to help you prepare for the online AAP test
* Touch base and study hall webinars to reinforce your knowledge
* Quizzes
* *Destination AAP* computerized tests
* In-person review
* Final online, practice exam and study hall webinar

The total cost for the *AAP Prep Program* is **<$749 Member/$1498 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 2022 AAP exam registration fee is **<$525 EPCOR Member or $650 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 5th.

Sincerely,