

[SAMPLE LETTER for PRE-APPROVAL OF LEAP FUNDING]

Your letter must be sent on the letterhead of your Local Union and include:

1. Your name and the name of the office you currently hold in your local.
2. A description of the course you wish to take and the name of the school.
3. The dates you will attend the class.
4. The total cost you wish to have reimbursed.
5. The number of nights and total cost of any housing you wish to have reimbursed.

It is not essential that you use this template, so long as your letter contains the required information.

[Date]

International President Matthew D. Loeb
I.A.T.S.E.
207 West 25th, 4th Floor
New York, NY 10001

Dear President Loeb,

I am writing in advance to request LEAP reimbursement funding for a course I plan to take at **[insert the name of the school]** on **[insert the date(s) you will attend the class]**. Attached is the description of this class from the school's course catalogue. The cost of the course is ___ and the cost of housing for ___ days will be ___.

Currently I serve my local as **[name of the office you hold with your local]**. I understand that, if approved, I will be reimbursed only after submitting proof of successful completion of the course with a passing grade and a copy of the bill(s).

Sincerely,