Dear [Manager name],

I have discovered a game changing opportunity to help make our workplace safer. TRMA offers the COSS ([Certificate for Occupational Safety Managers](https://trma.org/coss-cosm-training/)) program. This is a five-day training program designed to help safety and health professionals master the core competencies necessary to be successful in their field. The course will help me:

* Identify hazards, determine regulatory requirements and implement corrective actions
* Perform risk analyses for key jobs and processes
* Differentiate between safety audits and inspections
* Prepare and present effective safety training presentations
* Develop and maintain company safety programs

The fee for this course is $1,799 for TRMA Members and $2,299 for non-members. This entire course will be taken virtually alongside a live class. This class will include homework, daily quizzes and a live proctored final exam. The virtual format eliminates the cost of travel. In addition to helping me manage our organization’s safety program with great efficiency and success the COSS program will:

* Give our employees greater safety awareness
* Reduce our WC costs
* Increase the well-being of our employees
* Contribute to employee retention
* Give our company a recruiting edge for new employees

After completing the COSS program, I am confident I will have the knowledge and understanding to find solutions to our everyday issues and drive toward an accident-free workplace. Thank you for taking time to review this request, and I’m looking forward to hearing from you.

Sincerely,

[Your Name]