**NOTE TO PARTICIPANT: The instructions for customization are highlighted in red type. Do not include these in your final letter.**

**<Insert Date>**

Dear **<Insert Your Supervisor’s Name>**:

I am requesting approval to participate in the TMS online course “Verification, Validation, and Uncertainty Quantification in the Computational Modeling of Materials and Structures,” scheduled for August 20–22, 2024, with support for the associated registration fee.

This course is fully online and is firmly grounded in the TMS science and technology accelerator study, *Accelerating the Broad Implementation of Verification & Validation in Computational Models of the Mechanics of Materials and Structures*. It will cover principles of the topic from the study’s report, research and expertise of the course instructors, and practical examples. Registrants will gain practical working knowledge of the various detailed practices and techniques for the verification, validation, and uncertainty quantification (V&V/UQ) of computational models; the value proposition and practical examples of robust V&V/UQ practices; and references and resources for further in-depth study.

The course will include six, half-day, virtual modules, with supporting materials. Registrants receive access to all course materials, along with access to the study.

**INSERT THE FOLLOWING PARAGRAPH IF YOU ARE NOT A CURRENT TMS MEMBER:**

**<<**I will also receive [electronic TMS membership](http://www.tms.org/Society/benefits.aspx) through 2024, which provides me with free electronic access to peer-reviewed materials journals on Springer, discounts on books and proceedings, and special rates for continuing education courses and technical meetings, with my course registration. **>>**

**CONCLUSION AND COST**

I have reviewed the course curriculum and firmly believe that this opportunity will teach me valuable practices and techniques. My successful completion of the course will help achieve business development goals on behalf of the organization, as well as enhance my own professional skills and contributions.

***It is important that I register by July 22, 2024,*** to receive the discounted rate of <Insert Fee: $725/Member, $845/Non-member, $425/Student>. After the discount registration deadline, the standard registration rate is <Insert Fee: $825/Member, $945/Non-member, $475/Student>.

This course will be an important and impactful program. I believe it is a prudent investment of time and resources that will benefit **<Name of Your Organization>** with the knowledge and skills that I will gain. Thank you for your consideration.

Sincerely,

**<Insert Your Signature>**