Dear **<Insert Manager’s Name>**,

I would like to request your approval to prepare for and take the 2024 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 purchase Macha’s *AAP Test Prep Package*.

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

* Macha’s AAP Study Kit in electronic form
* ACH Pro – an online, interactive quiz program
* Digital flash cards
* 5 hard copy publications including a Nacha Rule Book
* Weekly AAP Prep Office Hours
* 3-day, in-person review

In addition to Macha’s AAP Prep Package There are 6 recommended AAP training sessions, **not** **included** in the Prep Package, are available for purchase throughout the year. (Savings Tip: The AAP training sessions and most other training is covered under the [Educational Package Plan](https://macha.org/aws/MACHA/pt/sp/package_plans).) The recommended AAP training sessions are:

* RDFI Roles & Responsibilities
* ODFI Roles & Responsibilities
* Navigating & Tabbing the ACH Rule Book
* Government Payments
* File Formatting
* Regulation Review for the ACH Network

If I purchase the AAP Test Prep Package and attend all these training sessions **in person**, I may be eligible for a refund of the AAP Exam registration fee if I am not successful.

The total cost for the *AAP Test Prep Package* is **<$950 Member>**. The Education Package Plan to cover the recommended sessions (and dozens of others) is **<$1250 Member>.** Since I will be attending the in-person seminar located in **<insert location>**, my travel cost will be **<Insert applicable travel costs>**. The 2024 AAP exam registration fee is **<$525 Macha 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 Test Prep Package* kicks off in July.

Sincerely,