

[Your Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Store Manager's Name]
[Title]
[Store Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Store Manager's Name]**:

My name is **[Your Name]** and I am a Certified Child Passenger Safety (CPS) Technician. I am writing to request permission to conduct an in-store CEU class for CPS Technicians to learn about new car seats. Your store has a very good assortment of child safety seats that would be great to use for a class.

A CPS Technician is nationally certified and trained to identify misuse of car seats and to educate parents and caregivers on how to correctly install and use their child's car seat. With the vast majority of car seats misused and motor vehicle crashes as the leading cause of death of children, our role is very important in helping to keep children safe! The more familiar we are with the car seats you sell, the better prepared we will be when we work with parents.

The class would be limited to **[Enter Maximum Number of Students Expected]** people gathering in the car seat section of your store where we will examine the car seats that are displayed on the shelves. It would be very helpful if the car seat instruction manuals were available with the seats. We will take care not to disrupt any customers who are shopping or offer unsolicited advice. With your permission, we would like to take demo seats to the parking lot for hands-on installation practice.

We would like to conduct the class on **[Enter Class Date]** from **[Enter Class Start Time]** to **[Enter Class End Time]**. Please contact me to confirm this date or to discuss an alternate date.

We appreciate your support and look forward to working with you!

Sincerely,

[Your Name]