

To:  
From:

Re: GS1 Foundations Certificate Course

Hi [supervisor's name],

I would like to ask for approval to sign up for the **GS1 Foundations Certificate Course** to become a subject matter expert in the fundamentals of unique product identification, advanced barcoding, and the GTIN Management Standard.

The **GS1 Foundations Certificate Course** focuses on the principles of GS1 Standards that can help:

- Eliminate product returns resulting from inaccurate product data.
- Reduce barcode scanning errors at checkout that result in unsold product.
- Better manage product changes using proper Global Trade Item Number™ (GTIN®) management.
- Improve supply chain visibility with proper usage of Application Identifiers (AIs) and Global Location Numbers (GLNs).

With this knowledge, I will be able to incorporate what I have learned into our business processes to help ensure proper item set-up and effective use of barcodes and data sharing with our trading partners.

**Here are some specific topics covered in these courses I'll get to learn and bring the knowledge back to [insert company name]:**

- How to use the GS1 System of Standards for unique product and location identification
- Assign and manage unique products and packaging levels via Global Trade Item Numbers® (GTINs®) and barcodes
- An understanding of the most common barcodes as well as the Global Location Number (GLN) and how they're used.

The cost of the course is [insert course cost]. Upon completion of the course modules, I will be able to support our internal teams to improve efficiencies and help fully leverage our investments in GS1 Standards. Thank you for considering this request. I look forward to your reply.

Regards,  
[your signature]