**ShopLRP Justification Letter (for purchase of print products)**

**Format: Word Doc**

**LRP Media Group logo**

Dear <Insert your Supervisor’s Name>,

I would like approval to purchase <insert book(s), electronic newsletter(s), and/or webinar recording(s)> from **LRP Media Group** for the purposes of professional development, training, and up-to-date guidance. LRP Media Group is the education community’s most trusted source for practical guidance on addressing their daily challenges at the classroom, school, district, and state levels. LRP is also known for its compliance expertise, providing guidance on education law issues and case law to help districts avoid costly legal disputes.

LRP offers thousands of resources specializing in education administration, education law implementation, and professional development. Their online library is ideal for a <insert title> like me to find relevant resources to ensure I effectively serve our students, including those with disabilities, using the latest research-based best practices and compliance strategies.

Upon approval, I plan to purchase resources focused on <insert topic areas covered> which directly relate to the current challenges our <insert either school or district> is facing. I am seeking approval for the order total, including tax and shipping/handling. The items I plan to purchase include:

* <insert product title>
  + <insert product type>
  + *Price per copy:* $<insert product amount>
  + *Total copies: <insert quantity>*
* <insert product title>
  + <insert product type>
  + *Price per copy:* $<insert product amount>
  + *Total copies: <insert quantity>*
* <insert product title>
  + <insert product type>
  + *Price per copy:* $<insert product amount>
  + *Total copies: <insert quantity>*

Here is a complete breakdown of the costs:

Product cost: $<insert cost>

Tax: $<insert cost>

Shipping/handling: $<insert cost>

Order total: $<insert cost>

You can view LRP Media Group’s online bookstore at [www.ShopLRP.com](http://www.ShopLRP.com). Please consider my request as the resource(s) listed above would be invaluable to my professional development.

Sincerely,

<Insert your name>