Dear {ENTER NAME},

As part of my professional development with {Enter Name of Company}, I would like to pursue additional training to help me further improve and develop my skills. I believe that obtaining both skills in Project management and a PMP Certification will help our organization create efficient processes and standardizations that can lead to cost savings across the organization and an increase in projects completed within scope and schedule.

I am requesting that the company cover the cost associated with training that will allow me to learn new concepts and apply them directly to my role and responsibilities as a/an {Enter position title}

I have located a provider, Three T Institute, that provides structured learning and coaching support specifically designed to work around a busy professional’s schedule.

Three T Institutes Project Management Professional Certification Training Course includes:

* Earn a Certificate in Project Management with 35 CEU’s
* State the process and knowledge areas from the Project Management Body of Knowledge (PMBOK) 6th Edition
* Knowledge of the three process domains: People, Process, and Business Environment
* Exhibit the use of industry-standard tools and techniques to manage a variety of circumstances
* Demonstrate the leadership skills to manage a project team and stakeholders effectively
* Verify 35 hours of project management education for the PMI PMP application

**Class Modality:**

* Six weeks of structured online learning with live coaching calls twice a week
* Coaching calls days and times:
	+ Mondays at 8:00 PM to 9:30 PM
	+ Wednesdays 8:00 PM to 9:30 PM
* On-going support and coaching until students pass the PMP Certification Exam.

**Course Materials:**

* PMBOK 6th edition and Agile practice guide
* Access to Mock Exam Portal with over 1500 practice questions
* Over 5 study resources and guides
* Access to the private Student Community Group
* PMI PMP Application Support and successful completion

**Program Price:** {Enter Course Price}

I appreciate your consideration of my request for training. If you’d like, we can schedule a follow-up meeting to review my request and answer any questions you may have.

I appreciate your time reviewing this letter and look forward to your approval

Sincerely,

{Full Name}