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](http://www.threetinstitute.com), a Project Management vocational school 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 PDUs (CEU/CIU)
* Define the opportunity or problem to be exploited or solved.
* Plan outcomes and the path to achieving them.
* Lead teams and champion efforts
* Manage risk and change.
* Remove roadblocks and make decisions.
* Influence stakeholders and coach team members
* Analyze results to recommend improvements and solutions.
* Plan Agile and waterfall projects while running scrum meetings.
* State the process and knowledge areas from the Project Management Body of Knowledge (PMBOK) 6th & 7th 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:**

* Live Class through Zoom/Teams (Upcoming classes [www.threetinstitute.com/events](http://www.threetinstitute.com/events) )
* Additional learning through On-Demand/E-Learning class
* Post Live-Training Study Group/Coaching
	+ Mondays at 8:00 PM to 9:30 PM

**Course Materials:**

* PMI PMP Student WorkBook
* Course Slides
* Project Management Case Studies
* Glossary of Terms
* Exam Portal with over 1500 practice questions
* Project management Templates
* Access to the private Student Community Group

**Program Price:** $2,500.00

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}