Dear [Employer's Name],

I am writing to express my interest in professional development that will enable me to enhance my skills and contribute more effectively to [Employer's Company/Organization]. As part of my commitment to lifelong learning and career growth, I have identified a course that I believe will be highly valuable to my work.

[Course Title] is a [length]-hour course that covers [brief course description]. The course is offered by The Technology and Leadership Center at Washington University and in most cases can be taken on-campus or remotely.

I believe that the skills and knowledge I would gain from this course would be highly valuable to [Employer's Company/Organization] and would enable me to contribute more effectively to [department/team/goal]. Specifically, I believe that this course would help:

• [List specific benefits that the course would provide – see the course pages for detailed descriptions]

I am requesting financial support from [Employer's Company/Organization] to cover the cost of the course, including tuition, materials and any other related expenses. I am willing to discuss repayment options and other terms of the financial arrangement if necessary.

Thank you for considering my request. I am excited about the opportunity to further develop my skills and contribute more effectively to [Employer's Company/Organization]. Please let me know if you need any additional information or have any questions.

Sincerely,

[Your Name]