Dear [Employer's Name],

I am writing to express my interest in pursuing ITIL certification through The Technology and Leadership Center at Washington University. I believe that obtaining an ITIL certification would be highly valuable to me and our organization as we continue to expand our IT service management capabilities.

The Technology and Leadership Center offers three different ITIL certifications: ITIL Strategic Leader, ITIL Managing Professional, and ITIL Master. Each of these certifications is designed to provide IT professionals with the knowledge and skills needed to effectively manage IT services and processes.

I am interested in pursuing [Insert ITIL certification name], as I believe that this certification would help me to better serve our organization by [Insert reasons for pursuing this certification, e.g., managing IT service delivery, improving service efficiency, reducing costs, etc.].

I am requesting financial support from [Employer’s Name] to cover the cost of the certification program, including exam fees and study materials. I am willing to discuss repayment options and other terms of the financial arrangement if necessary.

Some key benefits of ITIL certification include:

• Gaining a comprehensive understanding of IT service management best practices and frameworks

• Developing skills to manage and improve IT services and processes

• Enhancing career prospects by obtaining a widely recognized IT certification

• Bringing back best practices and new knowledge to our organization

Thank you for considering my request. I am excited about the opportunity to pursue an ITIL certification and contribute more effectively to our organization. Please let me know if you need any additional information or have any questions.

Sincerely,

[Your Name]