

# Request for Educational or Training Support

Subject: Request for Professional Development Support

Dear [Manager's Name],

I am writing to request support for a professional development opportunity that would significantly enhance my skills and benefit our organization. I would like to enroll in [course name/certification program/conference] scheduled for [dates].

This program focuses on [subject area] and would directly apply to my current role and future projects. Specifically, I would gain expertise in [list key skills or knowledge areas]. These capabilities would enable me to [specific benefits to company/team/projects].

The total investment required is [amount], which covers [tuition/registration fees/materials/travel]. I am requesting that the company cover [full amount/percentage] of these costs. In return, I commit to [complete the program successfully/share knowledge with team/apply skills to specific projects/remain with company for specified period].

I have researched several options and believe this program offers the best value and relevance to our work. The schedule would allow me to [maintain my current responsibilities/study outside work hours/require minimal time away from office].

I would be happy to provide additional information about the program, including syllabus, outcomes, and testimonials from past participants. I am confident this investment would yield significant returns for both my professional growth and our team's capabilities.

Thank you for considering this request. I look forward to discussing it with you.

Best regards,

[Your Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/persuasive-request-letter>