**<INSERT DATE HERE>**

Dear **<INSERT MANAGER’S NAME>,**

I know how important it is for us to meet our departmental goals. I believe I could be more effective and efficient in my contributions by earning my Project Management Certificate from the University of Louisville.

According to the Project Management Institute (PMI), projects are 2 ½ times more successful when proven project management practices are used. By earning my certificate, I will gain hands-on experience with project planning, budget and resource management, conflict and quality management, and other topics essential for project success.

UofL is a PMI® Registered Education Provider and the two-seminar program is taught by world-class instructors who also happen to be practitioners. The classes take place **(OPTIONAL)< from INSERT DATE RANGE>** in the evening and should not interfere with work.

I would like your approval to participate in the Project Management Certificate program. Please find the cost breakdown below.

Fundamentals of Project Management $655

Project Management Practical Application $1,960

*PMP*® *Exam Prep Course (optional)* $2,195

**Total Investment: $4,810**

Once I complete UofL’s certificate program I could then go on to earn my Project Management Professional® (PMP) credential through PMI®. The prep course listed above will help prepare me for the exam. With a PMP® credential, I will be able to fully learn a standardized set of project management practices that I can use to train others in our organization as well as a common language to use with clients, vendors and partners.

I appreciate your support and thank you for your consideration. Please don’t hesitate to call or email me if you would like to discuss or need additional clarification. I am excited about this opportunity and the value it will bring to our team.

Sincerely,

**<INSERT YOUR NAME>**