

Subject: Request for Support to Enroll in the HR Certification Exam Preparation Program

Dear [Supervisor Name],

I hope you're doing well. I'm reaching out to share a professional development opportunity that I'm genuinely excited about, and to ask for your support in pursuing it. I would like to enroll in the [Human Resources Certification Exam Prep](#) program offered by the University of North Carolina at Charlotte.

Why I'm interested in this program

This program is designed to help candidates prepare for leading HR certification exams—including the PHR, SPHR, SHRM-CP and SHRM-SCP. Over the course of 12 weeks (fully online), I will engage with live sessions and study materials tailored to succeed in these credential exams. I believe earning one of these certifications would significantly strengthen my credibility and capability in HR/people-operations work, which aligns with our team's evolving needs.

How this benefits our team and our goals

- By preparing for and obtaining a recognized HR certification, I will enhance my ability to contribute to HR-related projects, strategies, and initiatives with deeper insight and leadership.
- The content of the program is directly relevant to our work: strategic HR functions, talent management, compliance, and employee engagement are areas we are actively addressing.
- I will commit to applying newly gained knowledge to our processes and sharing key take-aways with our team, thereby broadening the impact of this development beyond my individual role.
- Given the online format, I can continue meeting my regular responsibilities while participating in the program with minimal disruption.

What support I'm requesting

To fully participate in the program, I am requesting:

1. Tuition assistance or partial sponsorship (\$1,149).
2. Flexibility or scheduling allowance for approximately [X hours/week] of study time over the 12-week period.
3. The opportunity to apply this learning directly to [insert a relevant project or initiative], with periodic check-ins or short briefings on what has been learned and how it is being implemented.

Proposed timing

- Target enrollment: [*Month, Year*]
- Duration: 12 weeks from start

Why I believe this is a valuable investment

I am committed to growing professionally in ways that meaningfully support our team's goals and the organization's success. By pursuing certification preparation now, I can contribute more strategically, elevate our HR-capabilities, and demonstrate our team's dedication to professional excellence. I value your leadership and support, and I would appreciate the opportunity to discuss how this fits with our development plans.

Thank you for considering my request. I'm looking forward to talking with you about how we can structure this opportunity for mutual benefit.

Warmly,

[Your Name]

[Your Title]

[Department]

Tips for customizing effectively:

- Tie each bullet to a current team need or challenge.
- Highlight how the program will benefit the organization, not just you.
- Reference a real project or process where you'll apply what you learn.
- Show how you'll share insights or tools with the team.