

Subject: Request for Support to Enroll in the Learning & Development Professional Certificate

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 [Learning and Development Certificate](#) program offered by the University of North Carolina at Charlotte.

Why I'm interested in this program

The program is designed around core learning and development competencies—needs analysis, instructional design, delivery and evaluation, coaching, and data analysis. It follows the recognized ADDIE model (Analysis, Design, Development, Implementation, Evaluation) and aligns with the Association for Talent Development (ATD) Competency Model. Considering our team's focus on enhancing learning, training, and development efforts, I believe this program will empower me to contribute more strategically and effectively.

How this benefits our team and our goals

- I will gain advanced skills in instructional design and evaluation—which will help us improve the quality and impact of our training programs.
- I can bring a data-driven mindset to our learning initiatives, supporting improved measurement of outcomes and aligning training more closely with business goals.
- By developing stronger coaching and facilitation capabilities, I can more confidently support colleagues and new team members as they grow.
- Because the program offers flexible, online options and allows the courses to be taken in any order, I can continue fulfilling my responsibilities while engaging in the learning.

What support I'm requesting

To fully participate in the program, I am requesting:

1. Financial assistance or partial sponsorship of the program cost (bundle fee is \$2,422).
2. Flexibility with scheduling, allowing approximately [*X hours per week*] for coursework during the program.
3. The opportunity to apply my learning to [*specific project or initiative in your department*], and to share periodic updates or insights with our team.

Proposed timing

- Target enrollment: *[Month, Year]*
- Duration: flexible, typically completed within 12 months, depending on pace

Why I believe this is a valuable investment

I'm committed to growing professionally in ways that directly support our work and our team's goals. Investing in this certificate will help me contribute at a higher level, increase the impact of our learning and development efforts, and demonstrate our team's dedication to excellence. I value the guidance and leadership you provide and would be grateful for the opportunity to discuss how this fits with our department's development priorities.

Thank you very much for considering my request. I'm looking forward to the possibility of talking through it with you and exploring how we can make this a win for both my development and our team's success.

Warmly,

[Your Name]

[Your Title]

[Department]

Tips for customizing effectively:

- Connect each bullet to a real need or priority in your department.
- Emphasize how the program will support organizational goals.
- Reference a specific project or process where you'll apply your new skills.
- Show how you'll share learning or tools with the team.