Sample Letter/Email Template for Requesting Employer Support for Certification Application

***NOTE:*** *This template serves as a guideline. Please tailor it to align with your personal style and specific circumstances.*

**[Insert Date]**

**[Insert Company Name]**

**[Insert Company Address]**

**[Insert City, State, Zip]**

Dear **[Insert Name of Supervisor/HR Director]**,

I am writing to request support for a **[name of certification]** at Exemplar Global which I am applying for as part of my professional development and recognition.

I intend gaining additional knowledge, skills and professional recognition in my field as this will help me contribute further to the success of our company. Exemplar Global’s certification program aligns with my career goals and our company's objectives.

* **Certification Details:** I plan to apply for Exemplar Global’s global recognized **[Name of certification]**. This certification will acknowledge my expertise in **[Specify the field]** that is directly applicable to my current role as **[Current Job Title]**. Additionally, upon certification, I will receive a digital badge that I can display in my work email signature, enhancing our company's credibility with clients and potentially opening doors to new business opportunities.
* **Relevance:** To qualify for the Exemplar Global certification, I will undergo relevant training provided by **[The name of Exemplar Global’s recognised training provider].** The knowledge and skills I will acquire through this program will enable me to make more significant contributions to our company, such as **[Highlight specific projects or responsibilities where your enhanced knowledge will be beneficial]**.
* **Commitment:** I am committed to balancing my work responsibilities with my pursuit of education. **[The name of Exemplar Global’s recognised training provider]** specifically serves students seeking part-time, online programs to advance their careers, and courses are designed to offer immediate impact in the workplace.
* **Continuous Learning:** As a student and certified professional with Exemplar Global, I will have access to their online educational resources, including monthly newsletters, annual virtual events, and webinars through the program. These resources will enable me to stay updated with the latest industry advancements and to adapt to evolving industry demands.
* **Cost:** The total cost of related expenses for the certification program is **[Specify the total cost]**. I am requesting financial assistance in covering these costs.
* **Reimbursement Terms:** I am willing to adhere to any terms we have in any policies we have relating to professional development reimbursement.
* **Benefit to the Company:** By investing in my education, **[Company Name]** will not only foster employee development but also gain access to the latest industry knowledge and best practices, which can ultimately lead to improved performance and competitiveness.

If there are others in our organization that might benefit from similar certifications, Exemplar Global offers **group certification packages** for organizations like ours, providing special discounts to benefit multiple employees who are either certified or could benefit from certification. For details on these deals, you may contact them via email at [sales@exemplarglobal.org](mailto:sales@exemplarglobal.org) or fill out the Contact Us form on their website: <https://exemplarglobal.org/contact/>.

Thank you for taking the time to consider my request. Please let me know if I can provide any additional information you may require. I look forward to speaking with you about this in more detail.

Sincerely,

**[Your Name]**

**[Job Title]**

**[Phone] [Email Address]**