Your street address

Your city, state and zip

Today’s date

Dear Mr./Ms. Manager,

Re: Business Analysis Certificate Program at The University of Texas at Austin

I’m writing to request your approval to attend the Business Analysis Management Certificate Program at The University of Texas at Austin in order to learn and increase my business analysis skills. The certificate program is comprised of 7 one- or two-day courses. It provides the opportunity to gain foundational knowledge of the business analysis field, with hands-on courses that allow me to practice standardized best practices in business analysis as they are explained to me so that I’m prepared to utilize them as soon as I’m back in the office. Since the courses are offered over a span of several months, I will be able to use what I learn in each class before learning the next set of tools and techniques. Additionally, the format means that I will be away from the office sporadically, instead of missing work time for several days in a row.

I believe I would greatly benefit from structured business analysis training. In particular, I’d like to apply the principles to these upcoming or current initiatives:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

The program instructors are business analysts with years of experience in the field who can speak to the realities of eliciting requirements and presenting the best results. The program covers the information found in *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*, published by International Institute of Business Analysis™ (IIBA®) and the *Business Analysis for Practitioners Guide*, published by the Project Management Institute, Inc., ensuring that the curriculum is up-to-date with industry standards. The courses also provide CDUs, which are required to obtain certification in the field.

The courses in the program will put me on track to undertake my upcoming projects with the best strategies possible, allowing me to be more thorough, efficient and effective.

**Here’s an approximate breakdown of program costs:**

|  |  |
| --- | --- |
| Program Bundle | $4,490 |
| Textbook | $75 |
| **Total** | **$4,565** |

I can schedule a meeting with you after I have completed the program to provide you with an overview of all the major takeaways and tips I learned. I can also share relevant information with the other business analysts at the company.

Thank you for considering this request. I look forward to your reply.

Regards,