Your street address

Your city, state and zip

Today’s date

Dear Mr./Ms. Manager,

Re: Graphic Design Certificate Program at The University of Texas at Austin

I’m writing to request approval to attend the Graphic Design Certificate Program at The University of Texas at Austin in order to learn and to increase my creative skills. The certificate program is 12 weeks long, meeting one night per week online with an accompanying self-paced online module. It offers training in the industry-standard programs used by graphic designers in a way that develops the student’s ability to utilize the programs creatively. I will become more adept at the Adobe products I use every day (plus add to my arsenal) and increase my ability to improve our company’s assets. We apply the principles as they are being taught to specific homework assignments. Actively practicing the techniques while taking the class will underscore the relevance of the material and increase my understanding of the principles.

I believe I would greatly benefit from structured graphic design 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]

Additionally, my work is graded and critiqued by the experienced graphic designer who teaches the course. He has high expectations in terms of quality of work and adherence to deadlines, both of which are considered in the critique process. His expertise and guidance will be beneficial to me and something that I can leverage across the projects I work on.

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

|  |  |
| --- | --- |
| Program | $3,899 |
| Adobe Creative Cloud | $60 |
| **Total** | **$3,959** |

I can schedule a meeting with you after the program is complete to provide you with an overview of all the major takeaways and tips I learned. I can also share relevant information with our team to improve our skills overall as a department.

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

Regards,