Your street address

Your city, state and zip

Today’s date

Dear Mr./Ms. Manager,

Re: Project Management Certificate Program at The University of Texas at Austin

I’m writing to request approval to attend the Project Management Certificate Program at The University of Texas at Austin in order to learn, formalize and increase my project management skills. The certificate program is eight weeks long, meeting two nights per week. It offers a holistic look at project management processes, from initiating to closing, and in particular provides an in-depth education in creating project plans. One of the features of the program is that we apply the principles as they are being taught to a group project that I would be working on with 3-5 other people throughout the course of the program. 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 project management 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 individual work is graded and critiqued by the experienced project manager who teaches the course. The program features guest speakers who are also project managers. Local industry experts from the PMI Austin Chapter board and other individuals with real-world project-management experience judge the group projects at the end of the program. Their expertise and guidance will be beneficial to me and something that I can leverage across the projects I am running this next year. Eight weeks of class will put me on track to apply the best methodologies to our company’s projects, allowing me to keep projects on time and within budget. The course also provides the 35 educational hours required to apply to take the Project Management Professional (PMP)® certification exam.

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

|  |  |
| --- | --- |
| Program | $4,195 |
| Textbook | $99 |
| **Total** | **$4,294** |

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 the other project managers at the company.

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

Regards,