Email Template - iMVP

Hi, [your manager’s name],

I’ve found a course that I think will be really helpful for what we’re doing here at [name of company or department], and I’m requesting your approval to charge it to our training budget.

The course is [name of course], and it’s offered by ExitCertified (Tech Data). The course starts [date], and it runs for [number of hours or days]. Here’s some of what it covers:

[Course content as described in the ExitCertified listing]

Here’s a breakdown of what the course will cost:

|  |  |
| --- | --- |
| Course fee | $0,000 |
| Total | $0,000 |

ExitCertified makes it possible to take the course in person, online, or through a format they call iMVP (I would log on remotely to a live classroom that’s fully interactive).

In my research, I found a couple of statistics that make a strong business case for training:

According to the Association for Talent Development, companies that offer comprehensive training programs earn more than twice as much revenue per employee as companies without formalized training.

IBM reports that skills linked to a business value yield a 10% increase in productivity.

I think our projects will really benefit from the skills built in this course. I hope you’ll agree. Please let me know if you need any more detail about the course or about ExitCertified. In the meantime, many thanks for considering this request.

[Your name]

Email template – Any format of delivery

Hi, [your manager’s name],

I’ve found a course that I think will be really helpful for what we’re doing here at [name of company or department], and I’m requesting your approval to charge it to our training budget.

The course is [name of course], and it’s offered by ExitCertified (Tech Data). The course starts [date], and it runs for [number of hours or days]. Here’s some of what it covers:

[Course content as described in the ExitCertified listing]

Here’s a breakdown of what the course will cost:

|  |  |
| --- | --- |
| Course fee | $0,000 |
| Travel | $0,000 |
| Hotel | $0,000 |
| Total | $0,000 |

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[Your name]