Hello Name,

I'm writing to ask for your approval to attend the PMTraining project management certification class on ***[class dates]*** which is delivered live online. Project management classes by PMTraining are the most well-respected, effective training in our industry, and will also benefit our entire team.

After attending this project management class, I will have formally completed training hours recognized by the Project Management Institute (PMI), and will be ready to:

* **Improve project execution:** This accredited training class will provide me with skills to consistently execute projects using a standardized body of knowledge recognized worldwide
* **More effectively communicate with stakeholders:** This training will provide me with standardized tools, techniques, and terminology in order to effectively communicate with my team, customer, and project stakeholders
* **Become formally certified by the Project Management Institute (PMI):** This accredited training class will provide me with the credits required to formally attain my certification through the Project Management Institute (PMI) via a proctored exam.

I plan to leverage this training to support ***[list your organization’s development programs, leadership coaching programs, team development sessions, selection program, employee engagement program, or other assessment initiative]***. The total cost for the program is only ***[Indicate the cost of the class]***,and includes access to the following resources and benefits as part of my registration fee:

**CE Credits.** Credit available from Project Management Institute (PMI) which count toward formal professional certification.

**Assessments.** Class includes student assessments which benchmark and improve knowledge in Project Management mastery.

**Personalized Feedback.** Receive personalized feedback regarding training readiness from a PMTraining expert instructor

**Premium Experience.** From the personalized student portal, to the materials, student support; every detail is designed with the participant experience in mind

**All Classes Recorded for Future Viewing.** All class sessions are recorded and provided to participants for further review.

**Expert Facilitators.** PMTraining chooses only experienced facilitators and instructors with deep technical and practical expertise

**Exam Application Assistance.** Step-by-step instruction provided to all participants who wish to become certified through PMI.

**Certification Materials.** Reference materials, tip sheets, and electronic resources are all included in fee

**Exceptional Support.** Participants are assigned personalized PMTraining support to assist with any class questions or training needs

**Certification Guarantee.** With a near-perfect 97%+ first time pass rate, PMTraining guarantees participants will become certified; and will be provided free instructor assistance or class re-enrollment as needed.

Most Fortune 100 companies recognize the need for project managers who are trained according to PMI’s global standards. I believe becoming trained and certified to properly execute projects will provide significant value to our organization.

Thank you for considering my request to invest in the future of our business. I look forward to your response.

Regards,

NAME