

Dear _____,

In my role at _____, I'm always looking for ways to grow and contribute at a higher level. Continuous learning is important to me, and I recently identified a professional education opportunity through Villanova University's College of Professional Studies that supports both my development and our team's goals.

The _____ program is a flexible, 100% online option designed for working professionals. The flexible format allows me to advance my learning without disrupting my current workload or personal responsibilities. Each course focuses on practical tools and real-world applications, so I can apply what I learn immediately.

The program strengthens skills that benefit both my role and the organization by supporting:

- Stronger job-ready abilities that improve performance and decision quality
- Clear, proven frameworks that help produce consistent, high-quality results
- More effective communication and teamwork across functions
- Approaches that reduce inefficiency and support fresh, innovative solutions
- Methods that improve overall work quality and align outcomes with organizational priorities

Investment:

I'm requesting _____'s support to cover the tuition for the _____ program. It spans _____ weeks and costs \$_____.

Return on Investment:

Upon completion of the program, I'll earn a Villanova University certificate and a verified digital badge. These credentials demonstrate my continued growth and reflect our organization's commitment to developing a skilled, capable workforce.

Thank you for considering my request. I'm happy to discuss how this opportunity can support my work and contribute to our team's success.

Sincerely,