Dear [Supervisor/HR Director Name],

I am reaching out to you because I am interested in earning the [Certificate Program Name] at UC Davis Continuing and Professional Education (CPE). Through this program, I’m confident I can expand my skillset and knowledge in [field/industry], which will allow me to be a more effective employee, better lead my team and enhance my ability to achieve greater success for the organization.

UC Davis CPE has a longstanding reputation of being the Sacramento region’s workforce development expert. After careful consideration, I chose CPE for my professional development because:

* CPE’s programs are designed for working professionals, so I’ll be able to complete my studies with zero impact to my work commitments.
* UC Davis is one of the world’s premier public universities and CPE’s programs are developed and backed by UC Davis.
* CPE’s programs blend the distinctive academic expertise of UC Davis with practical training that immediately improves capability and job performance.
* CPE’s courses specifically target the practical skills and hands-on training necessary for the workplace.
* CPE’s faculty are experienced instructors and industry leaders who teach practical skills through case studies and real-world scenarios.

I strongly believe that continuing my education at UC Davis CPE will directly benefit the organization, as well as my professional growth, allowing me to continue advancing in my career at [Organization name]. For this reason, I am requesting employer support in the form of tuition assistance.

Tuition for the [Certificate Program Name] is [enter program fee]. While full tuition reimbursement would be ideal, I would greatly appreciate the consideration of any financial assistance that may be available. I am happy to provide any additional information on the program to aid in your decision making.

Making the choice to go back to school while working was not easy and represents considerable commitment and sacrifice on my part. However, I know that investing in my education and professional development is the right choice for me and this organization. Thank you in advance for your consideration of my request, and I look forward to discussing this with you in more detail.

Best regards,

[signature]