RE: Yale’s Urban Climate Leadership Online Certificate

Dear <SUPERVISOR>,

Your support for my professional development in my role with <DEPARTMENT / COMPANY> is extremely important to me. That’s why I would like to draw your attention to a learning opportunity that I believe will be exceedingly valuable to my personal and professional growth and have a meaningful impact on our organization.

Yale’s Urban Climate Leadership certificate is geared toward working professionals like me who are passionate about clean energy and want to advance their careers by deepening their skills in finance, technology, and policy.

This is a unique opportunity to gain insight from the latest in academic research and practitioners’ application of urban climate solutions, which can translate directly into added value for our organization. Because the program is offered online and part time, this will not impact my ability to perform my work.

It will require that I spend one hour each week in a Zoom meeting. All of the recorded lectures, readings, and assignments will be done on my own time.

Fee:

The course is $7,500 which covers all the cost of tuition and materials for the year-long program.

ROI:

I understand the substantial investment in cost, which is why I would like to propose that I will provide you and the team with a full post-course report outlining the specific lessons learned and my recommendations for application of the learning within our context.

When you’ve had a chance to review this information, let’s set up a time to discuss your requirements and expectations for my attendance, so we are both aligned on the value, our goals and objectives, as well as ways I can contribute my learning to our organization in a meaningful manner upon my return.

I very much appreciate your consideration of my request and look forward to discussing what will make this opportunity a positive experience for everyone involved. The tools and network that I am hoping to grow with this continuing education program will help our organization strive in the transition to a clean economy.

Sincerely,

<NAME>