

# Follow-Up on Certification Funding Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Certification Funding Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding funding for my certification program. I submitted my application on [Insert Date of Submission] and wanted to check on its status.

The certification will greatly enhance my skills and contribute to our team's success, and I am eager to get started. If there are any additional documents or information you need from me, please let me know.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]