

# Letter of Request for Professional Certification Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your support in sponsoring my professional certification in [specific certification] that is scheduled to take place on [date of certification]. As an [your position] at [your company/organization], I am dedicated to enhancing my skills and knowledge in [specific area], which I believe will contribute positively to our team and company objectives.

The certification program costs [amount] and will equip me with [briefly explain the benefits of the certification]. I am confident that pursuing this certification will not only benefit my professional growth but also enhance the value I bring to our organization.

I would greatly appreciate your consideration of my request for sponsorship. I am willing to discuss any terms or agreements you may have regarding this sponsorship. Thank you for considering my request, and I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Job Title]