Dear [NAME],

I would like to submit a request for professional development funding to take [COURSE/PROGRAM NAME] through [COURSE/PROGRAM PROVIDER]. This program offers training that I believe is directly relevant and beneficial to what we're trying to accomplish within [COMPANY NAME].

**Program Summary:**

[COPY & PASTE MAIN LEARNING OBJECTIVES FROM COURSE/PROGRAM WEBSITE]

**Cost & Duration:**

The [program/course] costs $[PRICE]. [INCLUDE APPLICABLE DISCOUNT OR ENTERPRISE PRICING DETAILS]

This [course/program] starts on [COURSE/PROGRAM START DATE]. For more information, visit: [COURSE/PROGRAM WEBSITE]

Thank you for considering my training request,

[SIGNATURE]