**Justification Letter for Mini MBA: Crummer Certification in Business Management**

Date [insert date]

Dear [insert your supervisor’s name here],

I would like your approval to attend the program *Crummer Mini MBA: Crummer Certification in Business Management.*

The Mini MBA: Crummer Certification in Business Management is grounded in the practical knowledge that helps ambitious professionals enhance their performance by making more informed business decisions. Participants gain new management skills and explore the latest tools to competitively succeed and lead.

This accelerated learning experience will consist of 22 class sessions (offered both in person and virtually) that will include interactive discussions, readings, case studies, and problem-solving exercises.

The program is created to provide participants with:

* A solid foundation in business theory and practices
* Immediately actionable information and business tools
* Ways to think more strategically and manage more effectively
* Exposure to current management topics and business trends
* The capacity to link business knowledge and results
* Formal Certification, acknowledging achievement of the participants expertise in Business Management

After the program ends, I would be happy to share what I’ve learned with other people within our organization, maximizing our time and money investment in attending this program.

Here’s how much it will cost for me to attend:

* Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]
* Hotel: [INSERT AMOUNT HERE IF REQUIRED]
* Program Registration: [INSERT FEE HERE. CHECK PROGRAM PAGE FOR CURRENT PRICE]
* TOTAL: [ADD UP TOTAL AND INSERT HERE]

More information about the *Mini MBA: Crummer Certification in Business Management* program can be found on Crummer’s [website.](https://crummer.rollins.edu/centers-excellence/ccbm/)

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

[INSERT YOUR NAME HERE]