Hi (Name),

Thank you for considering the request below. I am committed to *[Company name]* and would like to further my skills in a way that can help me give more to meet my goals and achieve the goals of the business.

As a *[current position]*, the PMI Project Management Professional certification is a highly valuable and sought-after credential for those in my field.

With a PMP certification, I can bring more insight and techniques to *[Company name]* as well as access continuing learning through the Project Management Institute, PMI.

After some research, I found a well-reviewed, affordable program at Crummer | Rollins College that will prepare me with everything I need to take the exam. Their PMP Exam Prep Course is one of the most affordable offerings in the country and offers a 100% pass rate guaranteed.

Outlined below are a few logistical highlights of the program:

***Location:*** *Rollins College in Winter Park, FL or remote via Zoom*

***Dates:*** *September 17-19, 2024*

***Times:*** *8:30 am – 4:30 pm*

***Tuition:*** *$1500 per person (including all materials, excluding exam fees)*

***Time Commitment:*** *35 total contact hours (20 in-person plus 15 remote asynchronous)*

For ease of reference and additional program information attached is the link to the Rollins website:

[PMP - Crummer School of Business (rollins.edu)](https://crummer.rollins.edu/pmp-2/)

Thank you once again for your time. I look forward to hearing from you.