

Dear

I'm reaching out today to discuss my professional development. As you know, I am eager to support the success of our team and organization as well as continuously improve my professional skills.

For those reasons, I would like to enroll in the **Lab Management Certificate** program from Lab Manager Academy. This program stood out to me because it has been designed specifically to support existing and potential lab managers with training in a wide variety of leadership and management areas. Investing in this specialized training offers our organization ROI benefits such as increased productivity, higher employee engagement and satisfaction, improved staff and leadership retention, and a robust organizational framework.

Here are the logistical details:

**Start Date:** Immediately

**Course Duration:** 4-6 weeks on average

**Delivery Method:** Online, at your own pace

**Price:** \$1599 USD

Does our company provide funding for professional development opportunities like this? If so, I would like to discuss what it would take to get this opportunity approved.

More information about Lab Manager Academy can be found here:

<https://labmanageracademy.com>

Thank you for considering my request. I look forward to speaking with you further about this professional development opportunity.

Best regards,