

Professional Development Email template:

Subject line: Opportunity to expand skill set and add more value to **[Organization name]**

Dear **[Boss's name]**,

I'm writing to seek financial assistance from **[Organization name]** to register for an executive education course offered by the Johns Hopkins Carey Business School. **[Insert course info: title, date, cost, etc.]**

This course will strengthen my professional skill set for the company's benefit and help make me a more efficient and effective employee. Studies have shown that companies that invest in their employees' professional development make over twice the revenue per employee than companies that don't. That benefit will extend well beyond me, as I'd be happy to present what I learn in the course to the entire team.

In addition, the skills taught in this course will enable me to take on more responsibility and remove the need to spend valuable time and money hiring someone else with these capabilities. Instead, **[Organization name]** can allocate resources elsewhere.

Thank you for your time and consideration. I'm excited to contribute more to our organization.

Sincerely,

[Your name]

Executive Education