

Dear (...Employer/Superior...)

Having already spent (...X...) years at (.... Organisation...), I really feel it's encumbered upon me to upskill myself and increase my knowledge specifically related to my current position. I am extremely dedicated to the growth of my career here at (...Organization...) and would appreciate you giving me the opportunity to gain more knowledge and effectively adding value to the organization.

There are many options out there but after much research and due diligence, as well as their great value proposition, I would really like to do a few courses through NexTreprenneur, an online eLearning training portal that offers a wide range of specially curated packages at industry beating pricing. The courses are professionally compiled and teach international best practice as the courses are available Globally.

The course/s I have identified that will benefit both myself and the Company is (...Course/s...)

The cost for the course/s is/are (R ...X...) This includes all course material, evaluations, and certification.

On completion I will feel more competent in my position as (...Your position...) and will be more than happy to share my new found knowledge with my peers.

The courses are completely online and have a flexible schedule so I can engage in my own time and can assure you it will not affect my normal working hours in any way at all.

I would be happy to meet to discuss further and look forward to your favourable decision.

Thanking you.

Kind regards

(...Name...)