Hi ***[Manager Name]***,

I would like your support to participate in Young Professionals of Knoxville (YPK)’s Leadership Certificate for my professional development.

The program focuses on developing personal strengths, how to connect with team members, and the importance of serving our community - all of which are very relevant to the challenges we’re seeing right now. It’s led by YPK and taught by local industry experts. I think learning from them will significantly benefit my work and grow our impact. Networking with the other attendees could also prove to be invaluable for me.

You can learn more about the training here: https://www.ypknox.com/leadership-certificate

The cost for me to enroll would be $200. I believe my learning will pay off for years to come and support me in my career goals, so I hope you’ll consider my request.

Sincerely,

***[Your Name]***