*Instructions: Copy/paste for an email or letter. Update to fit your organization and your level of involvement.*

*Suggested Subject Line:* Requesting Professional Development

Hi [Your Boss’ Name],

I want to invest in my professional development this year, and the Albuquerque Quality Network (AQN) offers monthly seminars that will enhance my knowledge and performance. Please approve my request to attend the monthly seminars and to obtain the four AQN/UNM Anderson School of Management Certificates: Level One – Competency, Level Two – Proficiency, Level Three – Expertise, and Level Four – Mastery.

About the AQN/UNM Anderson Certificate Program

The Albuquerque Quality Network, in partnership with UNM Anderson School of Management, offers this engaging and educational program covering various ways quality principles help achieve and sustain quality and performance excellence. Included are quality principles which impact effectiveness of strategic planning and execution, customer engagement, organizational leadership and management, project management, continuous improvement processes and measures, and use of data and information to bridge organizational and operational/process performance. Presented by experts at the forefront of the latest developments in their field, each session focuses on the skills necessary for the job and offers practical suggestions for applying these skills in real-world situations.

Benefits of attending the monthly seminars

* Receive AQN/UNM Anderson School of Management Certificates in Quality Management
* Strengthen my quality tool kit and skill set
* Stay current on quality and organizational improvement industry trends and best practices
* Immediate application to current projects and performance
* Receive training from industry experts
* Network with colleagues across industries
* Obtain continuing education credits
* Boost experience and training (resume)
* Meet annual professional development goals

Cost

My projected cost for the AQN/UNM Anderson School of Management Certificate program is a total of $200. Each certificate level is $50 which includes eight (8) seminars. After attending my first eight seminars, I will achieve the first level (Level One – Competency). I can then register for the next certificate level at $50, and so on until I have completed each of the four levels. Fifty dollars for eight seminars (each approximately an hour long) is a fraction of the cost for comparable professional development courses not offered by AQN.

To learn more about the AQN/UNM Anderson School of Management Certificate program, click [here](http://aqnetwork.org/wp/aqn-unm-cert-2018/):

I am confident that this investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your consideration.

Sincerely,

[Name]