**Training Request & Justification Letter**

Hi { name } –

I am writing to inform you of my interest in pursuing additional training to support my current position. As a { role } professional, I’ve realized that there are certain areas I could benefit from the training I wish to pursue, not only for today, but to prepare me for the future.

I have done a lot of research and [AOTMP® University](https://aotmp.com/university/) has the most relevant, comprehensive, and cost-effective option. Their focus is on the financial and operational aspects of telecom, mobility, and cloud / IT management. And, of course, they cover all the essential aspects of telecom, mobility, and cloud / IT management that help professionals like me be as efficient and effective as possible in my role. They train on the best practices I need to stay on top of the changing industry. I feel I would greatly benefit from { insert specific topics }. I am requesting that the organization cover the cost of the training to allow me to help fill these knowledge gaps.

AOTMP® University has the following subscription packages and I have selected the one that I feel would be of most benefit to me:

[ ]  **Unlimited Subscription** – Includes unlimited course access. (It’s only $2,400 for an entire year of learning!)

[ ]  **Unlimited Plus Subscription** – Includes everything in an Unlimited subscription *plus* access to all Specialist certifications. (It’s only $3,400 for an entire year of learning and Specialist certifications!)

[ ]  **Unlimited Pro Subscriptions** – Includes everything in an Unlimited Plus subscription *plus* and Efficiency First® Framework Guidebook (AOTMP® University’s technology management blueprint for optimizing individual and team financial and operational performance efficiency) *plus* access to all Professional & Master certifications. (It’s only $4,400 for an entire year of learning, Specialist, Professional, and Master certifications *and* the blueprint guidebook that will keep me focused on driving efficiency!)

I believe the selected subscription will bring the greatest return on investment. More specially, I believe it will help me { insert areas of focus }.

I am very committed to my current job with this company; I also do not feel that this training would interfere with my day-to-day work life.

Please let me know your thoughts and if you have any further questions. I appreciate your time and consideration in this matter.

Sincerely,