Sample Letter/Email Template for Requesting Employer Support for CPD Cost

***NOTE:*** *This template serves as a guideline. Please tailor it to align with your personal style and specific circumstances.*

**[Insert Date]**

**[Insert Company Name]**

**[Insert Company Address]**

**[Insert City, State, Zip]**

Dear **[Insert Name of Supervisor/HR Director]**,

I am writing to request support for my Continuing Professional Development (CPD), which is part of my professional development.

Currently, I hold a globally recognized **[Name of license/certification]** in my field. The certification program offered by **[Exemplar Global/iNARTE]** aligns with my career goals and our company's objectives. To maintain the validity of my certificate, I am required to complete **[number of hours]** of CPD activities every 12 months.

* **CPD Activities:** To fulfill my CPD requirements, I can engage in various activities such as attending webinars, e-learning courses, publishing articles, teaching, or presenting at conferences. Exemplar Global offers many educational webinars that are directly relevant to my role and beneficial to our organization. Specifically, the following webinars **[List the names of webinars]** would be particularly beneficial. By participating in these activities and completing the CPD requirements, I can not only maintain my current certification but also contribute significantly to our company's success, such as **[Highlight specific projects or responsibilities where your enhanced knowledge will be beneficial]**.
* **Cost:** The total cost of related expenses for the CPD is **[Specify the total cost]**. I am requesting financial assistance in covering these costs.
* **Reimbursement Terms:** I am willing to adhere to any terms we have in any policies we have relating to professional development reimbursement.
* **Benefit to the Company:** By investing in my education, **[Company Name]** will not only foster employee development but also gain access to the latest industry knowledge and best practices, which can ultimately lead to improved performance and competitiveness.

Thank you for taking the time to consider my request. Please let me know if I can provide any additional information you may require. I look forward to speaking with you about this in more detail.

Sincerely,

**[Your Name]**

**[Job Title]**

**[Phone] [Email Address]**