

**Subject:** Request for Company Sponsorship – AEC Project Management Self-Paced Certification

Dear

I am writing to request approval and company sponsorship to enroll in the **AEC Project Management Self-Paced Certification** offered by the **Engineering Management Institute (EMI)**. This certification is specifically designed for professionals in the architecture, engineering, and construction (AEC) industry and focuses on developing practical project management and leadership skills that directly apply to our work.

The program covers key areas such as project planning, communication, client management, budgeting, and team leadership—all of which are critical to improving project outcomes and strengthening our company's project delivery capabilities. By completing this certification, I will gain valuable tools and insights that can be applied immediately to my current projects and shared with our broader team.

The total cost of the program is \$ , and it can be completed online at a flexible pace. I am confident this investment will provide a strong return in both professional growth and project performance for our department.

I respectfully request that the company cover the cost of this certification as part of its professional development support. Please let me know if you require any additional information about the course or its relevance to my role.

Thank you for your consideration, and I look forward to your approval.

Sincerely,