Dear ,

I’m writing to ask for approval to pursue the ASHRAE FULL NAME of CERTIFICATION (acronym). An ANSI-accredited program, the (acronym) is the premier certification in this job in the built-environment. Success on the (acronym) certification exam would mean validation of critical job competencies.

ASHRAE Certification benefits employers in a number of ways:

* Employers can be confident in the knowledge, skills and abilities of certified employees
* Having certified professionals on staff can help elevate the company’s reputation and credibility among current and potential customers
* In some cases, employee certification ensures compliance with applicable local, state and federal requirements.

Certified employees, on the other hand, overwhelmingly report that ASHRAE Certification helps differentiate them from their peers and provides them with greater professional recognition.

By pursuing this certification, I will improve upon my knowledge, skills and abilities, and increase my confidence and credibility, while increasing the value and proficiency that I bring to the organization.

The cost associated with the program is the USD $395 ASHRAE Member application fee.

In closing, I am confident that earning the (acronym) certification will provide value to our organization.

Thank you for considering this request. Please let me know what questions I can answer, and I look forward to your reply.

Regards,