**Convince Your Boss: ATD25 Preconference Certificate Course**

Hi [Manager Name],

I am writing to request your approval to attend an ATD certificate course in Washington, DC this May as part of my professional development plan.

ATD’s industry-leading certificate programs represent the gold standard in talent development education. These intensive, focused learning experiences are specifically designed to build critical skills and provide credentials that demonstrate expertise in our field.

I've reviewed the available certificate programs and identified [insert specific certificate program] as particularly relevant to our current objectives. This program aligns directly with our [specific organizational goal or challenge]. I firmly believe that my participation in this course will significantly benefit our team and our organization.

**Why ATD's Certificate Courses Deliver Exceptional Value:**

**Internationally Recognized Credentials**: ATD’s certificate programs are globally respected and recognized. Earning a certificate demonstrates both my commitment to professional growth and our organization's investment in industry-best practices.

**Expert-Led Instruction**: These courses are facilitated by the industry’s most respected practitioners and thought leaders who bring decades of experience to the classroom.

**Immediate Application**: ATD’s certificate programs focus on practical, actionable skills that I can implement immediately upon returning to work. Each course includes hands-on activities, case studies, and tools I can apply to our specific challenges.

**Comprehensive Resources**: Participants receive extensive materials, templates, and frameworks that become permanent resources for our team.

My projected costs for attending the certificate course are [insert cost]. While this represents an investment, the return in terms of enhanced skills, improved processes, and innovative approaches makes it exceptionally worthwhile.

Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]