REQUEST: Tuition support to attend Yale Clean and Equitable Energy Development Certificate Program

Dear <SUPERVISOR>,

I hope this message finds you well. I am writing to bring to your attention a learning opportunity that I believe will not only accelerate my personal and professional growth, but also have a significant impact on our organization.

The [Yale Clean and Equitable Energy Development Certificate Program](https://cbey.yale.edu/clean-and-equitable-energy-development-certificate-program) is designed to provide working professionals like me with frameworks and practical skills to advance our careers while championing clean energy projects that promote justice and equity. The program offers insights from leading experts in the field and access to the latest academic research and best practices from the environmental justice and clean energy project development sectors.

The program is offered online and part-time, it will not affect my ability to perform my work. I will only need to spend an hour on Tuesdays at noon EST <INSERT LOCAL TIME> for live sessions in Zoom, while the remaining coursework will be done in my own time.

The tuition is <INSERT CURRENT TUITION>for the 12-week-long program, payable in two installments. **Does our organization have a budget to support my participation fully or partially in this program this year?** I understand that this is a substantial investment, and I propose that I share with the team a full post-course report outlining my key takeaways and recommendations for applying the learning within our business context.

I believe this program will equip me to contribute significantly to our organization's drive toward addressing equity and justice challenges in the transition to a cleaner economy. Therefore, I would appreciate it if we could discuss your requirements and expectations for my attendance to ensure we are both aligned on the value and our goals, as well as ways that I can contribute my learning to our organization meaningfully.

Thank you for considering my request. I look forward to discussing this opportunity with you.

Sincerely,

<NAME>