Dear [FIRST NAME],

I’m writing to ask for approval to pursue the Associate Professional in Talent Development (APTD) certification. The APTD is offered by the ATD Certification Institute (ATD CI) and is designed to serve the needs of talent development professionals who are in the early part of their careers or whose professional roles and aspirations are focused on a few areas of expertise (AOEs). This certification will focus primarily on instructional design, training delivery, and learning technologies as defined by The ATD Competency Model. Evaluating learning impact and the foundational competency of global mindset also will be woven throughout the exam.

By pursuing this certification, I will [expand my knowledge base, increase my confidence and credibility, increase the value and proficiency that I am bringing to the organization, and have increased impact on organizational outcomes]. In particular, I’d like to apply the knowledge and skills that I build towards finding solutions for:

* [add project name or initiative]
* [add project name or initiative]
* [add project name or initiative]

The costs associated with the program are as follows:

APTD Preparation Course:

 APTD Learning System:

APTD Exam:

Registration Fee: $

Total: $

In closing, I am confident that earning the APTD credential will provide value to our organization. I’d be happy to produce an executive summary of the major takeaways in order to maximize the investment going through the program, at your request.

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

Regards,