

Email Template #1

Hi *[Name of Boss]*,

I hope your day's going well. Since we've discussed ways I can strengthen my professional skills and continue growing professionally, I've been researching professional development programs. I wanted to let you know I recently came across an intriguing program that aligns with many of our company goals to offer efficiency and reduce make ready time: Idealliance's G7 Certification & Training Program.

This program stood out to me because of *[explain why the program interests you]*. I believe it would help me *[explain one or more specific benefits for your company and/or team]*. I'd also enjoy learning more about *[reference program specifics]* and think this would be a great way to do so.

Does *[Name of Company]* provide funding for professional development opportunities like this? I wasn't sure but wanted to ask before I move forward. If it's possible to be reimbursed for the program, I'd love to discuss.

Here are some of the program specifics:

- Start date: *[enroll immediately]*
- Duration: *[4.5 half days]*
- Cost: *[\$2,149 for the program (Member price)]*
- Link with more information: *[<https://www.idealliance.org/g7training>]*

Are you available to discuss more sometime in the next week? Let me know what works for you. Thank you!

Best,
[Your Name]

Email Template #2

Hi *[Name of Boss]*,

I appreciate that our company has a culture of supporting professional development and a desire to work in an efficient manner.

To that end, you've also mentioned in the past that the company will cover expenses as long as they benefit our team. I'd like to attend a training called G7 Expert Certification, which teaches professionals how to analyze color and print-related issues and take corrective action to bring systems and processes in control to a set method, standard or specification with repeatable, predictable results.

Attending this training is the perfect opportunity for me to learn exactly how to do that in a win-win approach, so that we can build on and generate more value from reduced make-ready time and *[explain one or more specific benefits for your company and/or team]*.

Here's the breakdown of the info for the training:

Date: *[enroll immediately]*

Cost: *[\$2,149 for the program (Member price)]*

Registration link: *[<https://www.idealliance.org/g7training>]*

Is this something that I can pursue through our department? If it is, I'd be happy to schedule a time for us to chat next week and figure out where to go from here.

Thank you for being open to these kinds of suggestions and for supporting my growth and development here.

Best,

[Your Name]