

Dear {first name},

I recently read two ATD research reports published on the impact of [lifelong learning](#) and the importance of [upskilling and reskilling](#) and some of the key findings that stood out to me are:

- 55 percent of high-performance companies prioritized lifelong learning, and 57 percent were prompting leaders and workers to become lifelong learners.
- Change happens so quickly now that organizations consistently have to reinvent themselves, their offerings, and their products to remain relevant in the marketplace. That means employees have to reinvent, too, by upgrading their skills and learning new ones.

While TD leaders don't all agree on what to call lifelong learning—also referred to as continuous learning, agile learning, learning drive, or nothing at all—they do agree on traits and behaviors lifelong learners exhibit, such as self-motivation, insatiable curiosity, and intelligent risk-taking.

As we approach the end of 2019, my self-motivation has led me to reflect on what my wins have been and what areas of opportunity I want to focus on in the next year.

Wins:

- Delivered X learning programs in 2019
- Received X% satisfaction rate from attendee survey
- Was requested to support a new initiative under the [insert business line] function.

By investing in my learning and development, 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 gain from [insert ATD course] towards finding solutions for:

- [add project name or initiative]
- [add project name or initiative]
- [add project name or initiative]

About the [insert course] certificate program

Date

Location

Number of Days

Estimated Flight Cost

Estimated Hotel Cost x Number of days

Learning Objectives *(hint: what do you expect to learn after attending the course):*

1. Learning Objective 1
2. Learning Objective 2
3. Learning Objective 3

In closing, I am confident that attending the [insert program name] certificate program 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 by sharing the information learned with my peers.

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

Regards,
Insert signature