



Dear [Boss's Name],

I've recently completed the free online course, [COURSE NAME], from [UNIVERSITY NAME] on FutureLearn.

I believe the course has helped me to:

- 1 learn new skills that will make me more efficient at my job and allow me to take on more tasks;
- 2 identify problems before they arise and be better equipped to deal with them in the future;
- 3 and get ready to the next stage in my career.

Although the course was completely free to take, there is an option to buy a university verified **Certificate of Achievement** for [£X].

This Certificate offers proof of what I've learned on the course and will be useful evidence of my professional development for my next appraisal.

As such, would [COMPANY NAME] be willing to pay for my Certificate of Achievement?

In addition to the course helping me improve at my job, I also think it could benefit the wider team, so I'd be very happy to share what I've learned.

Thanks for considering, and I look forward to your reply.

Regards,
[YOUR NAME]