Dear {{CONTACT}},

As part of my professional development at {{COMPANY}}, I’d like to participate in ESG University: Sustainable Capitalism for Directors, a highly regarded online certificate program run by Berkeley Law Executive Education. Through a combination of focused lectures and case studies, curated readings, and in-depth interviews, this program includes specific content and extracurricular programming for directors and C-suite executives.

I believe that this program represents an incredible opportunity to gain new insights into ESG that would allow me to become a more effective member of the [COMPANY] team, both in my current role and potential future roles. [INSERT PERSONAL EXAMPLES OF VALUE. For example: By providing a cross-functional perspective on ESG and exploring both the legal and business risks and opportunities, the course will help me become more proficient at analyzing a company’s financial metrics, which in turn can help us lead the organization into the future of sustainable capitalism]

Here are some of the program specifics:

* **Start date**: [INPUT UPCOMING COURSE START DATE HERE]
* **Format**: Self-paced online learning + scheduled, virtual office hours/networking sessions
* **Duration**: ~8 hours of mandatory content. The course is designed to take approximately 10-12 weeks to complete, however, participants have five months to finish the program and anyone who meets the requirements during this period are eligible for the certificate. [IF APPROPRIATE, CONSIDER INSERTING A COMMENT ABOUT THE FLEXIBLE SCHEDULE. For example: Given this flexible schedule, participants have ample time to complete the course outside of working hours.]
* **Cost**: [SELECT THE OPTION THAT’S RELEVANT TO YOU: $1,500 for general tuition | $1,275 for Berkeley alumni | $1,275 for organizations enrolling three or more people].
* **Link with more information**: [https://executive.law.berkeley.edu/programs/esg-university-in-practice](https://executive.law.berkeley.edu/?post_type=programs&p=8418)

Given the timely nature and educational value of this certificate program, would [COMPANY] be willing to cover the cost of tuition for me to participate as a professional development investment?

Thanks for your consideration!

Sincerely,

[YOUR NAME]