Dear {{CONTACT}},

As part of my professional development at {{COMPANY}}, I’d like to participate in General Counsel University (GC University), 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 is an online course and community that provides legal professionals with the critical skills needed to become a general counsel (GC) or be hired and retained by GCs.

I believe that this program represents an incredible opportunity to gain new insights into the legal department’s role within an organization, and will 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: Designed by leading GCs from world-class companies, the program demystifies the intricate nature of the legal department’s role in an organization. It will help me gain invaluable insights into the tools and techniques GCs use to effectively serve, and create value for, their organizations, and learn to leverage behavioral science to master interpersonal dynamics within internal teams and external counsel relationships.]

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**: ~15 hours of mandatory content. The course is designed to take approximately 8-10 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 | $1,200 for Jumpstart January (price valid for registrations January 8-15, 2025 only)].
* **Link with more information**:

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]