Subject: Request for Support to Enroll in Workplace Writing Essentials Microcredential

Dear [Manager's Name],

I am writing to request your support in enrolling in the [Workplace Writing Essentials](https://prolearning.unt.edu/unt/course/course.aspx?C=68&pc=9&mc=35&sc=0) microcredential offered by the University of North Texas (UNT). This self-paced online course is designed to strengthen key writing skills that will improve both our internal and external communications.

The course costs **$295**, takes approximately **30** hours to complete, and focuses on essential topics such as email etiquette, building goodwill through written communication, and tailoring messages for different audiences. It also includes personalized feedback on three capstone projects, where I will practice creating clear, error-free messages and handling challenging communications.

By participating in this course, I will immediately be able to improve our team's writing processes, reduce miscommunication, and enhance the overall professionalism of our communications.

Additionally, UNT offers a discount on group registrations for the course if other team members are interested in participating.

Thank you for considering my request. I am confident this opportunity will contribute to both my professional development and the success of our organization.

Best regards,

[Your Name]

[Your Position]