**Re: Professional Development Request**

Dear  **[MANAGER OR STAKEHOLDER NAME] ,**

I would like your approval to enroll in the online [*MITx MicroMasters Program in Finance*](http://micromasters.mit.edu/fin?utm_medium=partner-marketing&utm_source=email&utm_campaign=mitx&utm_content=mm-fin-prof-dev-letter)*.* Taught by MIT’s world-renowned faculty, this program models the core curriculum in the MIT Sloan Master of Finance program, a top-ranked STEM degree. Completing this program will allow me to strengthen my finance knowledge, making me more effective in my position.

The program consists of five online courses: *Foundations of Modern Finance I and II,* *Financial Accounting, Mathematical Methods for Quantitative Finance,* and *Derivatives Markets: Advanced Modeling and Strategies.*

Each of these five courses spans 12 weeks and requires 10–14 hours per week on average from learners with sufficient prerequisites. The total expected completion time of the MicroMasters program is approximately 18 months. Concept checks and problem sets will test my knowledge throughout the course. Additionally, each course concludes with an online proctored exam.

Here’s how much it will cost for me to pursue individual courses or the complete MicroMasters credential:

* Courses can be purchased individually at $450 each, or all five can be purchased as a bundle with a 10% discount for a total cost of $2,025.

You can learn more about the program [**here**](http://micromasters.mit.edu/fin?utm_medium=partner-marketing&utm_source=email&utm_campaign=mitx&utm_content=mm-fin-prof-dev-letter).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

**[YOUR NAME]**