

DATE

Franchisor/Decision Maker Name

Franchise Name

Company Address

City, State, Zip

Dear **[Franchisor/Decision Maker's Name/Boss]**,

Throughout my employment with **[Company Name]**, I have demonstrated dedication and a passion for helping the franchise grow. In that pursuit, I want to refine my skills and improve my decision making so I can contribute at a higher level for the company. I am interested in pursuing a Franchise Management Certificate online through the University of Louisville's (UofL) College of Business. Learning more about the business of franchising through this program will not only allow me to help the company grow but will also prepare me to be a better advocate, ambassador and leader.

I have selected UofL's Franchise Management Certificate program for the following reasons:

1. As a nationally recognized, Tier 1 Research Institution, UofL is well-known for its excellence in academics, and the College of Business is one of the top schools in the nation.
2. UofL's Certificate in Franchise Management is the only accredited franchise management certificate program in the U.S.
3. The project-based curriculum focuses on franchise law, HR infrastructure, team leadership and growing a franchise, and is taught by instructors with extensive hands-on experience in the field.
4. The six courses are each 5-weeks long and 100% online, eliminating the need to take time away from work to complete.

I truly feel my participation in this program could greatly benefit the organization as well as my professional growth, and propel my career with **[Company Name]** forward. For that reason, I'm reaching out today to solicit your support.

Tuition for this program is **\$7,200** for all 6 courses, and I am asking you to help with tuition cost. While full tuition reimbursement would be ideal and much appreciated, I'd welcome any help that **[Company Name]** may propose.

I am happy to provide any additional information on the program that would aid in the decision-making process. Thank you in advance for your consideration of my request, and I look forward to the opportunity to discuss this with you.

Sincerely,

Employee Name

Title

Email

Phone