

[Feel free to use as much or as little of the below letter as you would like to justify your future MBTI® certification investment. **Just don't forget to replace the bold text and "X's" with relevant company information before you send**]

To:

From:

Re: Myers-Briggs Type Indicator® Certification Program

I am writing to request approval to attend the Myers-Briggs type Indicator® (MBTI®) Certification Program on **[program dates]** in **[city]**.

The MBTI® instrument is the most widely used personality assessment in the world for organisations including 89 of the Fortune 100 companies. It improves the performance of people, teams and organisations by helping individuals better understand themselves and others with a common language to explain differences.

By attending this certification program, I will be able to administer and interpret the MBTI® assessment for our employees and spread this knowledge to enhance our current **[employee development programs, leadership development programs, team building sessions, conflict management training, team processes, recruitment initiatives, retention initiatives, change management initiatives, employee engagement programs]**.

The total investment for this 4-day program is \$XXXX. The program is also fully catered.

In particular, I would like to focus on finding solutions or best practices that would benefit these initiatives within our department:

[add project name or initiative]
[add project name or initiative]
[add project name or initiative]

In addition, the networking during the certification session offers the chance to problem solve, discuss trends and similar challenges and share best-practices around getting the most from the MBTI® instrument.

Below you will see my approximate breakdown of the certification costs:

Airfare: \$ XX

Transportation: (round trip taxi from airport to hotel) \$ XX

Hotel: (4 nights at \$ XX) \$ XX

Meals: (4 days at \$ XX) \$ XX

Registration Fee: \$ XXXX

Total: \$ XXX

I am confident that becoming certified to properly interpret and implement many aspects of the Myers-Briggs® framework will provide incredible value to our business.

I am currently working on ways to reduce the expenses, including hotel discounts, meals with vendors and more. I will also submit a post-training report that will include an executive summary, a summary of major takeaways, and a set of recommendations to maximise our investment in the MBTI® instrument for ***[company name]***.

Thank you for considering this request to invest in the future of our business. I look forward to your reply.

Regards