

Dear [BOSS],

As you know, we are looking to spend less time and money supporting underlying IT infrastructure and more time on areas that yield business and competitive value. For that reason, I am proposing that you send me to **CompTIA A+** training, taking place **March 23 - 27, 2020** at Pure IT Academy. With the content presented in the trainings, I plan to continue to strengthen my skills and walk away having learned:

- ✓ Establishing basic network design and connectivity
- ✓ Understanding and maintaining network documentation
- ✓ Identifying network limitations and weaknesses
- ✓ Implementing network security, standards and protocols
- ✓ A basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies.

This training will specifically focus on providing the inspiration, education and connections I need to be successful in my job. I will return with knowledge that can help the company in these areas:

- ✓ Competitiveness and flexibility
- ✓ Team communication
- ✓ Improvement in worker performance
- ✓ Consistency in duty performance
- ✓ Ensuring worker satisfaction
- ✓ Increased productivity
- ✓ Improved quality of service and products
- ✓ Reduced cost by lessen the outsourced service provided to us
- ✓ Reduction in supervision

I thank you for your consideration and look forward to hearing feedback.

Sincerely,

[Put your name]