[Enter reference]

[Select date]

[Enter recipient name and address]

Dear [Employer's Name],

RE: Request for company support in pursuing chartership

I hope this letter finds you well. I am writing to formally request sponsorship/funding from [Company Name] for my application to become a Chartered Project Professional (ChPP). I believe that earning this professional standard would greatly benefit both my professional growth and our organisation.

As a dedicated member of the [Company Name] team, I have consistently strived to enhance my skills and contribute to the success of our projects. The chartered standard is delivered by the Association for Project Management and is widely recognised as a symbol of excellence and expertise in the field of project management and by investing in my application, [Company Name] would not only support my professional development but also gain numerous advantages as a result.

Benefits to my professional development:

External validation: Becoming a Chartered Project Professional will give me the recognition, credibility and reinforces my expertise.

Networking opportunities: Joining a community of fellow Chartered Project Professionals provides valuable networking opportunities allowing me to connect and collaborate with like-minded professionals in the field.

Being trusted matters: As a Chartered Project Professional, I’ll earn the trust and confidence of both clients and peers, solidifying my credibility and recognition within project management.

Continuous professional development: Maintaining chartership requires ongoing professional development, ensuring that I stay up to date with the latest advancements and best practices.

Benefits to [Company Name]:

Improved Project Outcomes: Chartered Project Professionals bring enhanced skills and knowledge, leading to improved project planning, execution, and successful outcomes.

Enhanced Reputation: Employing Chartered Project Professionals boosts your organisation's reputation, instilling confidence in stakeholders and clients.

Enhanced Client Trust: Clients often trust organisations with Chartered Project Professionals, knowing they are backed by credible expertise and industry recognition.

Competitive Advantage: Organisations with a strong team of Chartered Project Professionals have a competitive edge in bidding for projects and securing new business.

Commitment to Quality: Chartership indicates a commitment to maintaining high standards in project management practices, reflecting positively on your organisation.

I am committed to achieving the highest standards of project management excellence and contributing to the growth and success of [Company Name]. By sponsoring my ChPP application, you would invest in both my professional development and the long-term prosperity of our organisation.

I kindly request a meeting to discuss this sponsorship opportunity further and address any questions or concerns you may have.

Thank you for considering my request. I look forward to discussing this opportunity and the potential benefits it holds for both myself and [Company Name].

Yours sincerely

[Enter sender’s name]

[Enter sender’s job title

[Enter sender’s contact details]

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