Dear **\_\_\_\_\_\_\_\_\_\_\_,**

I am hoping to attend the International Institute of Business Analysis (IIBA) Certification Online Prep Class, delivered via four weekend workshops. The live virtual sessions will be held on Saturdays from 9 am to 2 pm EST. The sessions are not likely to impact my work schedule since they are held on the weekend. The class will provide information that I will need in order to prepare for the IIBA business analysis certification exam that I will be taking soon. As a **CBAP, CCBA, ECBA** certificationwill increase my business analyst capabilities and the likelihood of project successes, I believe that the return on investment would be a major benefit for the team and company.

The IIBA Certification Online Prep Class will be delivered by The Business Analysis Doctor LLC, which is an IIBA endorsed education provider, that has helped business analysts and practitioners all across the globe attain their business analysis certification. The principal instructor has been providing entry-level, intermediate and advanced business analysis training for several years to professionals who are looking to excel in their career. You can learn more about The Business Analysis Doctor, LLC by visiting the following website: [thebadoc.com](http://thebadoc.com/)

IIBA is a professional association dedicated to the field of business analysis. It is considered the voice of the business analysis community as it supports the recognition of the BA profession and aims to maintain the global standard for the practices and certification. IIBA endorsed education providers must undergo stringent reviews of organizational training practices and course material to ensure it aligns with the IIBA standards, therefore, attaining IIBA endorsement indicates the highest quality training material related to the IIBA administered certifications. If you are not familiar with IIBA, you can learn more about the association here: [iiba.org](http://iiba.org/)

I believe that my attendance at these workshops will be a cost-effective investment for the company. Upon returning to the office, I will be able to share the best practices and lessons learned per IIBA and The Business Analysis Doctor, LLC. In addition, the cost of the workshops delivered by The Business Analysis Doctor, LLC is significantly more economical than many of the larger training providers, while providing comparable content and quality.

Below are some key concepts that will be discussed, all of which I am very interested in as they are relevant to my current position and will provide direct benefit to the company upon my return:

* Business Analysis Planning and Monitoring
* Elicitation and Collaboration
* Requirements Life Cycle Management
* Strategy Analysis
* Requirements Analysis and Design Definition
* Solution Evaluation
* Underlying Competencies (Business Analysis)
* Techniques (Business Analysis)

You can also see the full syllabus of the class [**HERE**](https://img1.wsimg.com/blobby/go/b3ef487a-bb7d-4838-ae40-9009930b7646/downloads/IIBA%20Certification%20Prep%20Syllabus.pdf?ver=1557528706493)

I am seeking approval for the one-time enrollment fee for the workshop, which is **$\_\_\_\_\_\_\_\_**

Please accept this proposal to attend this workshop as I’m confident in the substantial return we will receive for this investment.

Thank you,