**Re: Professional Development Request**

Dear  **[MANAGER OR STAKEHOLDER NAME] ,**

I would like your approval to enroll in the online [*MITx MicroMasters Program in Finance*](https://www.edx.org/masters/micromasters/mitx-finance)*.* Taught by MIT’s world-renowned faculty, this program models the core curriculum in the MIT Sloan Master of Finance program, a top-ranked STEM degree. Completing this program will allow me to strengthen my finance knowledge, making me more effective in my position.

The program consists of five online courses – *Foundations of Modern Finance I and II,* *Financial Accounting, Mathematical Methods for Quantitative Finance,* and *Derivatives Markets: Advanced Modeling and Strategies* – and a proctored *Comprehensive Final Exam*, which tests on all five courses.

Each of these five courses consists of 10 learning modules and a final exam and requires approximately 10–14 hours per week on average from learners with sufficient prerequisites who wish to complete each course in the recommended 10–11 weeks. The total expected completion time of the MicroMasters program is approximately 18 months, though some learners may complete the program sooner, and some may take longer.

Here’s how much it will cost for me to pursue individual courses or the complete MicroMasters credential:

* Courses can be purchased individually at $549 each, or all five courses and the comprehensive final exam can be purchased as a bundle with a 10% discount for a total cost of $2,694.60.

You can learn more about the program [**here**](http://micromasters.mit.edu/fin?utm_medium=partner-marketing&utm_source=email&utm_campaign=mitx&utm_content=mm-fin-prof-dev-letter).

Thank you for taking the time to consider my request. I look forward to speaking with you about this opportunity in more detail.

Best regards,

**[YOUR NAME]**