Dear [boss/manager name],

I want to share an exciting opportunity that can greatly benefit both the growth of our organization and me. PayrollOrg offers the [**Certified Payroll Professional (CPP)**](https://www.payroll.org/education-certification/certification/certified-payroll-professional-(cpp))exam which is designed for payroll professionals who have achieved a higher level of proficiency and covers a [wealth of payroll knowledge](https://www.payroll.org/education-certification/certification/certified-payroll-professional-(cpp)/cpp-exam-content-outline) that is important to my position.

I’d like to take my *[x]* years of experience in payroll to the next level and become a Certified Payroll Professional. I know it’s important to continue to hone my skills to ensure the utmost compliance and timeliness of our payroll and earning this certification will do just that.

I am asking for your approval to [purchase the exam](https://ebiz.payroll.org/ebusiness/Education/ViewCourse.aspx?CourseID=21) and [necessary study tools](https://www.payroll.org/product-finder/?it=product&topics=Certified-Payroll-Professional) to earn my CPP, and would like the opportunity to discuss with you the costs and study time needed to achieve this certification.

While I understand that funding could be a concern, I believe the investment in this certification is very important and will empower me to deliver even greater value within my role at [Company name].

I want to thank you in advance for your consideration and look forward to hearing from you.

*Sincerely,*

*[YOUR NAME]*