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 [Fundamental Payroll Certification (FPC)](https://payroll.org/education-certification/certification/fundamental-payroll-certification-(fpc)) exam which is designed for all entry-level professionals and covers a [wealth of payroll knowledge](https://www.payroll.org/education-certification/certification/fundamental-payroll-certification-(fpc)/fpc-exam-outline) that is important to my position.

Since the pressures of economic and legislative developments on payroll have broadened the scope beyond its basic function of paying employees, it’s important that I continue to hone my skills to ensure the utmost compliance and timeliness of our payroll.

I’m asking for your approval to [purchase the exam](https://ebiz.payroll.org/ebusiness/Education/ViewCourse.aspx?CourseID=20) and [necessary study tools](https://payroll.org/product-finder/?it=product&topics=Fundamental-Payroll-Certification) to earn my FPC, 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 this investment in my skills is important, and with this certification, I will be able 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]*