

Dear _____

In my career at _____, I constantly seek ways to become a more productive, thoughtful, and impactful team member. As a firm believer in continuous learning, I've identified a valuable opportunity to enhance my skills through professional development. This aligns with my career growth goals and promises to boost my contributions to our organization's success significantly.

The **Contract Management Certificate** offered by Villanova University's College of Professional Studies is a comprehensive program that teaches practical knowledge and essential terminology, concepts, principles, and theories to oversee the contract life cycle, giving me the expertise to construct and implement authentic contract management solutions to common organizational challenges.

Villanova is an NCMA training partner. The program and its courses may be counted towards the required hours in preparation for the NCMA exam and certification.

Upon completion of the program, I will have deepened my understanding and skills in the following areas:

- Procurement and negotiation
- Ethical contract and conflict resolution
- Federal Acquisition Regulation (FAR) and government contracting best practices
- Commercial and complex non-commercial acquisition
- Stakeholder management, leadership and compliance
- The Uniform Commercial Code (UCC)

Strong contract management skills have been proven to:

1. Reduce legal risks
2. Enhance financial performance
3. Improve operational efficiency
4. Strengthen relationships with stakeholders
5. Drive innovation and growth

Investment: I am requesting _____'s financial support to cover my program tuition. **The Contract Management Certificate program is 18 weeks long and costs \$_____.** The 100% online and flexible format allows me to continue professional development without disrupting my current commitments.

Return on Investment: Once I have completed this certificate program, Villanova University will issue a certificate and micro-credential as a digital badge. These credentials will serve as a tangible and credible acknowledgment of my increased skill set, enhancing our organization's reputation for employing highly skilled professionals.

I appreciate your consideration of my request and look forward to discussing how this opportunity can benefit my professional growth and our organization's success.

Sincerely,
