

Dear _____,

In my tenure at _____, I have consistently sought opportunities to enhance my skills and contribute more effectively to our organization. In line with this commitment to continuous professional development, I have identified a valuable opportunity that aligns with my career aspirations and our organization's goals.

Villanova University's **Facilities Management Course** is designed for professionals who manage buildings, systems and occupant services across a wide range of industries. This comprehensive program prepares participants to earn the Facility Management Professional® (FMP) credential—an internationally recognized certification issued by the International Facility Management Association (IFMA). The FMP designation validates foundational FM knowledge and demonstrates strategic, financial and operational capabilities essential to modern facility leadership.

Organizations that employ FMP-certified professionals gain a competitive edge through improved efficiency, risk mitigation and long-term asset performance.

Here's how this program can benefit our organization:

1. **Elevated Expertise:** Coursework covers critical skills including facility needs assessments, financial planning, building systems oversight and contract management—supporting more effective and informed decision-making.
2. **Strategic Impact:** Training in leadership and strategy will allow me to better align facility operations with broader organizational goals.
3. **Operational Efficiency:** I will gain practical tools to implement cost-saving solutions, enhance occupant services and optimize facility performance.
4. **Professional Credibility:** Earning the FMP credential demonstrates a commitment to industry best practices and continuous improvement—boosting confidence among clients, partners and internal teams.
5. **Compliance and Continuing Education:** This course supports federal compliance through the Federal Buildings Personnel Training Act (FBPTA) and provides LEED and IFMA continuing education hours.

I am confident this program will advance my professional development and position me to deliver measurable value to our team and organization.

Investment: I am requesting _____'s financial support to cover my course tuition. The Facilities Management Course is 13 weeks long and costs \$_____. It is 100% online and offered flexibly, allowing me to continue balancing my professional and other life commitments.

Return on Investment: Once I have completed this course, Villanova University will issue a micro-credential in the form of a digital badge. Successful completion of the FMP final assessment will result in receiving the Facility Management Professional® (FMP) credential.

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,
