

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 **Payroll Administration Certificate**, offered in partnership with **PayrollOrg** (formerly the American Payroll Association), is designed for professionals who manage, support or interact with payroll functions in a wide range of organizational settings. This certificate program prepares participants to earn industry-recognized certifications such as the **Fundamental Payroll Certification (FPC)** and/or **Certified Payroll Professional (CPP)**—credentials that validate technical proficiency and strategic payroll management expertise.

Organizations that invest in credentialed payroll professionals benefit from improved compliance, reduced error rates and increased accuracy in payroll operations—critical to maintaining trust and operational efficiency.

Here's how this program can benefit our organization:

1. **Expanded Expertise:** The course delivers a strong foundation in payroll calculations, fringe benefits, taxation, reporting and compliance—ensuring our payroll processes are both accurate and aligned with the latest regulatory standards.
2. **Strategic Capability:** Advanced modules address payroll strategy, international payments, benefits and auditing, enabling me to better support leadership and make data-driven decisions in high-stakes areas.
3. **Professional Recognition:** PayrollOrg is a respected leader in the payroll profession. By leveraging their designated curriculum, we demonstrate our department's commitment to industry standards, strengthening our credibility among both internal and external stakeholders.
4. **Improved Performance:** With greater confidence and understanding of best practices, I will be able to reduce risks, streamline workflows and improve our overall payroll function.
5. **Flexible Learning and Immediate Application:** The program is delivered 100% online with weekly virtual sessions, allowing me to apply new concepts in real-time while maintaining my work responsibilities.

I am confident that this program will enhance my professional capabilities and enable me to make a stronger contribution to our organization's success.

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

Return on Investment: Upon completion, I will receive a certificate of program completion and be fully prepared to pursue FPC or CPP certification, further increasing the value I bring to our organization.

I appreciate your consideration of my request and look forward to discussing how this opportunity can support my professional growth and our team's long-term success.

Sincerely,
