Dear **[INSERT RECIPIENT’S NAME]**,

Professional development is an important investment in employees and one that I believe **[INSERT COMPANY NAME]** supports.

As an employee with safety responsibilities, a critical step in professional development is the pursuit and achievement of safety certification. This accomplishment will demonstrate that I have the skills and knowledge to perform at the highest level in safety and health at **[INSERT COMPANY NAME]**.

Certification will also challenge me to further commit to sustainable, continuous improvement through ongoing learning, ultimately benefitting our company as I contribute new ideas to grow the organization and continue developing the safety culture to world-class levels.

Multiple executive surveys and leadership authorities have shown that when organizations invest in employees by supporting their pursuit of professional certification, they show a return on investment, including:

1. Increased employee engagement
2. Increased productivity
3. Improved efficiency of the organization
4. Improved customer satisfaction
5. Differentiation from competitors

I am requesting your support with the preparation for and attainment of the **[NAME OF CERTIFICATION]** offered by the Board of Certified Safety Professionals (BCSP)—accredited by ANSI/ISO 17024.

BCSP’s mission is to “Inspire and develop leaders in safety, health, and environmental practice through globally accredited certification; enhancing careers, advancing the profession, protecting people.” BCSP certifications help make better safety leaders who help make better organizations which help make better communities.

More information, including application and exam fees, is located in the [BCSP Certifications At-A-Glance](https://www.bcsp.org/Portals/0/Assets/PDF/BCSP-At-A-Glance.pdf). Can I count on your support in this goal of professional development?

Thank you for your consideration and I look forward to further discussing my pursuit of certification with you!

Sincerely,

**[INSERT EMPLOYEE NAME]**