**Sample Letter/Email Template for Requesting Employer Support for PECB Skills Subscription**

NOTE: *This template serves as a guideline. Please tailor it to align with your personal style and specific circumstances*.

[Insert Date]  
[Insert Company Name]  
[Insert Company Address]  
[Insert City, State, Zip]

Dear [Name of Supervisor/HR Director],

I am writing to request your support for a one-year subscription to the [PECB Skills Platform](https://growth.pecb.com/skills/). The platform delivers expert-instructed learning capsules through short videos (15-minute) that break down complex topics into manageable, practical lessons. These capsules are grouped into modules, each focusing on specific topics or skills. Progressing through these modules will allow me to build essential competencies relevant to my role as **[Insert your role here.]**

**Platform Highlights**:  
The platform provides valuable perspectives on a wide variety of subjects, including: Information Security, Cybersecurity, Data Privacy and Protection, CMMC Compliance, GDPR, Risk Management, Business Continuity, and Digital Transformation. Modules progress into in-depth topics, culminating in Competency Certificates that validate acquired expertise. The one-year license provides unlimited access to the entire PECB Skills library, ensuring continuous learning across multiple subjects.

**Professional Development Benefits**  
With on-demand access to expert-led capsules, I can stay up to date with essential industry knowledge while developing new skills to apply directly in projects such as **[Insert Specific Project or Responsibility].** This structured learning approach aligns well with our organization’s goals by fostering ongoing professional growth.

**Cost**  
The one-year subscription to PECB Skills is **[Insert Cost]**, and I am requesting financial support as part of my professional development plan. I am happy to comply with any company reimbursement policies to ensure that all requirements are met.

**Benefit to the Company**  
By supporting my subscription, **[Company Name]** will benefit from my enhanced knowledge and ability to contribute more effectively to our team’s success in areas such as **[Insert Project/Area]**. Access to this platform will allow me to continually bring fresh insights and practical skills back to our projects.

Thank you for considering this request. I would be glad to discuss this opportunity further and answer any questions you may have.

Sincerely,  
[Your Name]  
[Job Title]  
[Phone]  
[Email Address]