[Subject:]

Ellie Mae Encompass Certified Administrator Program

Hi [Insert manager’s first name],

Ellie Mae is offering a Certified Encompass Administrator Program [insert dates and location] and attending this workshop would be an excellent opportunity for both myself and the entire company in terms of what I will be able to learn and implement with this certification.

The Encompass® Administrator Certification is the industry standard for recognition of Encompass Administrators who have demonstrated expert-level performance in maintenance, configuration, and troubleshooting. Successful certification candidates possess the skills to help organizations accelerate business solutions, increase productivity, lower the need to contact technical support, and promote innovation.

By attending this training and obtaining the certification, I will be able to access other certified professionals through a specialized online community, accelerate effectiveness in the management of our company’s Encompass solution, and increase our company’s ability to provide Encompass support for our employees day-to-day.

There are several other competitive advantages that certification provides including a certification tool for the company and special offers on training and events. The networking alone is an incredible opportunity to get problem-solving strategies, real-life insights, and practical approaches to make our organization more efficient, compliant, and successful.

Take a look at the website to get a better sense of the value: https://www.elliemae.com/education/courses/encompass-administrator-certification

To ensure I’m getting the most out of it I’d like to specifically place my focus on bringing back a solution or best practice to move [insert project] forward.

And here’s an approximate breakdown of conference costs:

Average U.S. Airfare $395

Four-night stay at hotel approx.$900

Dinners *(breakfasts and lunches are provided)* $150

Encompass Certified Administrator Program $5,000  
Round-trip airport taxi $50

Total: $6,495

I’m looking into ways to keep expenses to a minimum, including airfare sales, hotel discounts, and ride-sharing. And I'll be sure to submit a post-workshop report that will include a summary of my training and a set of recommendations based on the best practices I learned during the workshop.

Let’s set up a time to talk if you want to go over any details, or you can let me know if I have the go-ahead.

[Your name here]