*[Feel free to use as much or as little of the below letter as you’d like to justify your future certification investment in LEGO® SERIOUS PLAY®. Just don’t forget to replace the bold text and “X’s” with relevant company information before you send!]*

**Certification Program with Strategic Play® in the methodology of LEGO® SERIOUS PLAY®**

To:

From:

Re: LEGO® SERIOUS PLAY® Facilitator Certification Program

I’m writing to ask for approval to attend Strategic Play’s LEGO SERIOUS PLAY Certification Program on [***ADD THE DATE HERE***], in ***(ADD THE LOCATION IN HERE).***

LEGO® SERIOUS PLAY® is groundbreaking process to realize, unlock, and maximize the human potential, LEGO® SERIOUS PLAY® enhances participants’ insights, commitment, and confidence by engaging them in a hands-on, minds-on experience. Worldwide, Strategic Play are training consultants and in-house teams to use this application to improve strategic planning, manage successful projects, and build better teams.

By attending this certification program, I’ll be able to use this tool at (**ADD YOUR COMPANY NAME, DEPARTMENT HERE)** to enhance our current….(**add the area below that applies *employee development programs, leadership development programs, team building sessions, stakeholder engagement, team processes, change management initiatives, employee engagement programs, global partnership initiatives, innovation and maker space programs, start-ups, agile processes etc.*]**.

With the excellent early bird discount I’ve found online, the total investment for the certification program is only **(Add the amount here)**

In particular, I’d like to focus on finding solutions or best practices that would benefit these initiatives within our department:

* [***add project name or initiative***]
* [***add project name or initiative***]
* [***add project name or initiative***]

In addition, the networking during the certification session offers the chance to problem solve, discuss trends and similar challenges, and share best-practices, while networking with the community of practitioners. The small class format allows a more intimate setting to get expert advice from the trainer regarding our own uses.

Here’s an approximate breakdown of the certification costs:

Airfare: $ XX

Transportation: (round trip taxi from airport to hotel) $

Hotel: (3 nights at $190) $

Meals: (3 days at $50) $

Registration Fee: $

Total: $ XXX

Strategic Play also offers additional discounts for companies that send more than three people together to this training.

I will submit a post-training report to summarize the major takeaways with a set of recommendations to maximize our investment. I will also demonstrate this tool to key staff members for feedback and internal marketing efforts. Once I have completed one workshop, I can apply to become registered with the LEGO® Company in Denmark.

I’m confident becoming certified to properly and effectively use this framework will provide incredible value to our business.

Thank you for considering this request to invest in the future **(*ADD YOUR COMPANY NAME HERE*).** I look forward to your reply.

Regards,