[Date]

[Name]

[Address]

[City, State, Zip]

Dear [supervisor’s name]:

In order to further my professional development and better serve [your organization], I would like to enroll in the National Association Medical Staff Services (NAMSS) Leadership Certificate Program. The Leadership Certificate Program combines online courses and a live workshop to transform experience into expertise.

By earning my Leadership Certificate, I’ll gain the skills, confidence, and industry understanding to be a stronger leader for our team. The program is geared towards medical services professionals, like me, and will have an immediate, positive impact on my every day work. I’m most excited about the opportunity to grow my expertise in [the most relevant course topic to your job]. Sharpening these skills will help [explain what problem it will solve/how it will impact the organization]. Additionally, I’ll earn XX [27 for virtual; 31 for in-person] continuing education credits toward renewing my certification [if applicable] and will have the opportunity to gather ideas and solutions from veteran medical services professionals from around the country.

Topics covered in the Leadership Certification Program include:

* Project Management and Leadership
* Corporate Responsibility and Compliance
* Essentials in Human Resources: Cultivating Leaders from Within
* Financial Leadership and Decision Making
* Becoming an Effective Negotiator
* Leading a Team: Core Concepts for Success
* Leadership in the Current Healthcare Environment

Below, I’ve broken down the total cost of obtaining my Leadership Certificate:

|  |  |
| --- | --- |
| **Expense** | **Cost** |
| Online Modules (8) | $769 (member) / $1,259 (non-member) |
| Live Course | Check [namss.org](https://www.namss.org/) for current pricing. |
| Transportation to Live Course | Visit a travel website to estimate this cost. |
| Lodging for Live Course | Check NAMSS.org for cost. |
| Meals  | Estimate how much you’ll spend on meals. |
| **Total Cost** | **$** |

I am confident that the knowledge and resources that I will obtain from the NAMSS Leadership Certificate Program will help me provide a higher level of support to [your organization] and contribute to our goal of ensuring patient safety.

Thank you for the consideration of my request.

Sincerely,

[your name]