



You'll need to format this letter and/or convert it to a transcript to turn it into the BEST possible document for you! You could also use this as a reference for talking points in a verbal, in-person meeting.

Dear [EMPLOYER],

I'm writing to request funding for a VIP Subscription at MusicTherapyEd.com. Your investment in my education is \$85 for a starter course, then \$47 per month, or \$564 per year. Total needed for a year of continuing education is \$602.

I am so passionate about the people we serve at [NAME OF ORGANIZATION], and I want to continue to serve our [PATIENTS, STUDENTS, CLIENTS] as deeply as I am able for many years to come. One issue we face is overturn of staff. With continuing education, my burnout potential will decrease significantly. And my sense of well-being will increase. I am confident that with continuing education, knowing that you support my desire for growth, I will come to work feeling refreshed, rejuvenated, and more loyal than ever.

With the new skills I will acquire – taking musicianship courses and therapeutic skills courses – I will bring a new sense of expertise to my work. With these new skills, I will also be able to be more productive.

Additionally, with the leadership skills I will acquire, I may be able to take on additional assignments. For instance, I will be connected to colleagues around the world on various topics. With access to this valuable network of accomplished colleagues, I will be able to transfer best practices to [NAME OF ORGANIZATION]. Our organization will be able to establish itself as cutting edge with respect to music therapy services.

Furthermore, I will demonstrate more leadership at [NAME OF ORGANIZATION]. Both in my clinical work and in consulting other team members, I will step into a position of leadership based on resources, research, and experience.

You may be concerned that my continuing education would take time away from my work. Fortunately, the VIP Subscription can be completed 100% online, in my free time, at nights, when I travel, and on weekends. And the courses will give me skills to help me be a better clinician.

You might also be concerned that the cost of continuing education is too high. Actually, paying for my VIP Subscription may cost less than hiring a new employee and training the new recruit. My training will help [NAME OF ORGANIZATION] grow. In the long run, you will save money by funding my continuing education.

Thank you for your consideration.

Sincerely,

[NAME]

©2016 Sound Health Music LLC // MusicTherapyEd.com

Do not reproduce, sell, create derivative works, exploit, or distribute in any manner or medium, with exception of using it for the purpose of communicating with your employer.