

Email/letter template

Customize the sections highlighted in yellow and don't hesitate to further customize to make this letter more specific and personal to your workplace, manager, and position.

Subject: Request for Support to Enroll in the StrongerU Senior Fitness Instructor Course

Hi [Manager's Name],

I am writing to ask for your support in enrolling in the StrongerU Senior Fitness Instructor Course by approving funding for this program enhancement and professional development opportunity.

As you know, our residents' physical well-being is a top priority, and providing them with high-quality fitness programming is essential for their overall health and happiness. The StrongerU Senior Fitness Instructor Course, offered by [StrongerU Senior Fitness](#), is specifically designed to equip me with the knowledge and skills needed to deliver quality, safe, and effective fitness programs to our seniors.

Here are a few key benefits of this course:

Evidence-Based Training: The course is grounded in the latest research on senior fitness, ensuring that I can apply the most effective and safe exercise techniques.

Online, Self-Paced Training: I can complete the training on-site and around resident programming. This ensures I'm able to enhance my skills without having to go off-site or interfere with resident programs.

Ready-Made Programs: Once certified, I'll gain access to 30-minutes of new class content monthly to learn and teach to the residents. The StrongerU Senior Fitness classes are specifically designed to meet the unique needs of our residents, enhancing their mobility, strength, preventing falls, and improving overall quality of life.

Professional Growth: By completing this course, I will enhance my qualifications and expertise, allowing me to contribute more effectively to our community and stay current with industry standards.

Enhanced Resident Satisfaction: Implementing the knowledge and techniques gained from this course will likely lead to higher satisfaction and engagement levels among our residents, promoting a healthier, more active lifestyle. Healthier and more active residents are also more likely to have their friends ask what brought about the change in their strength and energy levels, leading to more resident referrals.

The total cost of the course is [insert cost], which I believe is a worthwhile investment given the substantial benefits it will bring to our community. I am confident that the skills and knowledge I will acquire from this course will directly translate into improved fitness programming and a better

quality of life for our residents. [I also have year end unused funds in my 2024 budget which could be use toward this training.]

I am happy to discuss this further and provide any additional information you may need. You can view a recording of a recent StrongerU Senior Fitness Info Session here to learn more:

<https://www.strongeruseriorfitness.com/recording>

Thank you for considering my request. I am eager to continue developing my skills and contributing to our residents' well-being in the most effective way possible.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]