**Dear <Insert name>**

I prepared this letter to discuss taking a course in digital skills development at [Smartecqnics Digital Academy](https://smartecniqs.academy/). In order to continue to work effectively and fulfil my responsibilities at <Your Company Name>, I chose to participate in the <Program Name>. I have considered all of this and came to the conclusion that at this moment in my career, taking a course at the highly regarded Digital Academy will improve my ability to succeed for <your company name>.

Digital transformation is emerging and affecting every imaginable industry not excluding our organisation. Due to the COVID-19 pandemic, the large-scale shift to online business operations has further accelerated the demand for digitally inclined personnel who can help businesses successfully transition to the e-commerce world.

By 2024, 54% of employees will need extensive retraining especially technical skills such as programming and application development. According to published research on digital skills that promote career development, “the number of jobs that require digital skills is expected to increase by 12% by 2024.” Digital literacy continues to develop and grow, which means that many employees are lagging behind in digital skills. This is why companies (including our organization) need to commit to improving the digital skills of employees.

Following this, as an organization that understands the need for digital skills knowledge and its adverse effects on business development we need to pay attention to using these skills to influence performance, increase knowledge, and improve work productivity.

I ask <Your Company Name> to support me participating in the course. I would like to apply for tuition subsidy and have listed some key points for your consideration. I believe that my participation in the program will bring productive performance to the company that far exceeds the cost of tuition. I view acquiring digital skills as a way to help me grow in <Your Company Name> for many years to come. Tuition is Approximately <$XXX,XXX>, and the plan was completed in only 6 weeks, which is a schedule I like. I am also highly motivated to get as much out of the experience as possible. This includes—with your help—being very intentional in leveraging my learning at work.

This short course is completed entirely online, and has a very flexible schedule, so it will in no way interfere with my usual work pattern and performance.

I’d be happy to keep you updated with what I am learning throughout the course and share my knowledge with our team, perhaps in a series of presentations, to ensure the whole team receives maximum benefit from my new learning.

Please let me know when would be a convenient time to chat.

Best regards,

**Contact Us**   
[Smartecniqs Digital Academy](https://smartecniqs.academy/)

+234-8127 166 901  
support@smartecniqs.academy