To: [YOUR SUPERVISOR’S NAME]

From: [YOUR NAME]

Subject: Master Black Belt Certification Program at The Ohio State University

[RECIPIENT NAME],

**After five years as a Black Belt, I would like to broaden my skills to deliver more value to the organization by pursuing Master Black Belt Certification.** I have reviewed the most popular and recognized programs and determined that the best available certification comes from *The Ohio State University Fisher School of Business*.

The Fisher School of Business jointly offers a unique Blended Learning MBB training program (both online and instructor-led classes) with MoreSteam, the global leader in online Lean Six Sigma training.

Benefits of this program include:

• **Less time away from the office.** *The program only requires two weeks of live training* in Columbus, OH. The other 72 hours of advanced courses are online, which I can complete at my own time and pace. Other programs require 4-5 weeks out of the office.

• **A lower cost:** The fee of $13,500 covers everything from the training to the final review and certification process. Comparable in-person programs range from $12-30K and include additional travel expenses.

• **Training by recognized experts:** The live weeks are taught by professors from the Fisher School of Business and trainers from MoreSteam. The final Master Black Belt Certification credential is bestowed by OSU as well.

• **A curriculum that will advance my capability and value to our work.** The program provides technical training (advanced statistics, advanced Lean methods, Design for Six Sigma, and more). Leadership and change management skills are also required topics (project management, financial analysis, coaching, negotiation, and more).

**The approximate costs are as follows:**

• Registration, coursework, exam, and certification: $13,500

• Airfare (two trips to Columbus): [calculate estimate]

• Transportation to the hotel: [calculate estimate]

• Hotel (for ten days): [calculate estimate]

• Meals (for ten days): [calculate estimate]

• Total: [total above amounts]

MoreSteam manages the course payment process.

**The timing would be as follows:**

I can start at any time with the online portion of the training. When I’m ready to attend class, I can enter the classroom portion at my convenience. There is a classroom session taught in Columbus, OH each calendar quarter. The program allows me to take the Advanced Lean and Finance Week or the Advanced Stats and Leadership Week in the order I prefer.

I can easily complete the training requirements of the Master Black Belt Program in 6-8 months. After that, I will work on the other certification requirements. The program requires me to complete an exam, an oral interview, and a public presentation, and to submit reports on projects I’ve done (5) and mentored (10).

Thank you for considering my request for the next step in my personal and professional development.

Regards,

[YOUR NAME]