To: [Insert employer name]

From: [Your name]

Subject line: AICPA®–NASBA Experience, Learn and Earn Program Enrollment Request

Dear [Insert employer name]:

As part of my commitment to professional growth, I am requesting your continued support of my journey to CPA licensure by supporting my enrollment in the AICPA®–NASBA Experience, Learn and Earn (ELE) program.

The ELE program allows me to fulfill requirements for CPA licensure by earning the [Number of credits] credits I need towards the 150 credit hours required while working full-time in my current role.

Through the program, I hope to accelerate my progress toward CPA licensure, gain new skills and grow in my current role by directly applying what I’ve learned in my day-to-day work. Specifically, I believe my enrollment will help me in the following areas:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

All courses in the ELE program are online, asynchronous and fully accredited by Tulane University. To get more information about the program and become a participating employer, you can log on to experiencelearnearn.org for more details, FAQs and other relevant information.

Thank you for considering this request.

Regards,

[Your name]

--