**Sample Letter/Email Template for Requesting Employer Support for PECB Annual Maintenance Fee (AMF)**

NOTE: *This template serves as a guideline. Please tailor it to align with your personal style and specific circumstances*.

[Insert Date]  
[Insert Company Name]  
[Insert Company Address]  
[Insert City, State, Zip]

Dear [Insert Name of Supervisor/HR Director],

I am writing to request your support in maintaining my PECB certification through their [Annual Maintenance Fee](https://help.pecb.com/index.php/knowledgebase/annual-maintenance-fees-amf/) (AMF) program, which is an essential part of my professional development and continuous learning in the field of **[Insert Field of Certification]**.

Maintaining my PECB certification will allow me to stay current with industry standards, enhance my skills, and apply the latest knowledge directly to my role, helping me contribute more effectively to the success of our company.

**Certification Details:**

My current PECB certification in **[Insert Certification Name]** is valid for a three-year cycle, during which I am required to submit Continuing Professional Development (CPD) and pay the Annual Maintenance Fee (AMF) each year. This ensures that my certification remains valid and that I stay up to date with developments in **[Insert Industry/Field].**

**Professional Development and Relevance**

Maintaining my PECB certification is essential for my role and aligns with our company’s objectives. The knowledge and skills I will continue to acquire will enable me to stay up to date with industry trends and apply these learnings directly to projects such as **[Insert Specific Area or Project].** Through access to ongoing professional development resources, including webinars, virtual events, and newsletters, I will remain equipped with the latest industry advancements, ensuring I can adapt to evolving standards and contribute more effectively to our team’s success.

**Cost:**

The total cost for the Annual Maintenance Fee over the certification cycle is **[insert price] per certificate**. I am seeking financial assistance to cover these maintenance fees as part of my ongoing professional development. I am happy to comply with any professional development reimbursement policies that may be in place, ensuring that all requirements are met.

**Benefit to the Company:**

Supporting my certification maintenance will allow **[Company Name]** to benefit from the latest industry knowledge and best practices. This will enable me to contribute more effectively to **[Insert Project/Area],** potentially increasing performance and competitiveness for our organization.

Thank you for considering my request. Please let me know if you require any further details, and I would be happy to discuss this in more detail.

Sincerely,  
[Your Name]  
[Job Title]  
[Phone]  
[Email Address]