

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request certification for the GVM (Global Virtual Manager) program. I believe that obtaining this certification will enhance my skills in virtual management and allow me to contribute more effectively to our team.

[Briefly explain your background, qualifications, and reasons for pursuing GVM certification.]

I am confident that this certification will not only benefit my professional development but also align with our organization's goals of fostering remote collaboration and innovation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]