Dear

I'm writing to ask for your support for my enrollment in the [M.S. in Data Science](#) program at the University of Virginia. This 100% virtual, part-time program is designed for working professionals with synchronous class time in the evening. Having reviewed the curriculum, I am confident the return on the investment would be significant in my career and an immediate added value to

The M.S. in Data Science degree aligns directly with the priorities of our department:

The M.S. in Data Science program will teach me the tools and techniques to be a leader in our field using data science to address these priorities. Here are three **key program benefits**:

- I will be able to share tools, techniques and best practices with the team. The curriculum takes a deep dive into topics that are essential in my work through courses like natural language processing, machine learning, text analytics, data ethics, and deep learning.
- I will make valuable connections that can expand our talent pipeline. I will also be able to build my professional network through the close-knit cohort, faculty experts, and UVA alumni network.
- I will be able to utilize skills learned during the research capstone project in my job, such as project management, effective communication skills, and managing client relationships.

Here is a **breakdown of program costs**:

Semesters 1-4

- Tuition per credit hour: $1,467
- Fees per credit hour: $9
- Credits per semester: 6
- Total cost per semester: $8,881

Semester 5

- Tuition per credit hour: $1,467
- Fees per credit hour: $9
- Credits per semester: 8
- Total cost per semester: $11,745

I am writing to request the use of professional development funds to be used towards tuition and fees for the M.S. in Data Science at UVA. I am confident the program is a strong investment for the company. Thank you again for your consideration of this request.

Sincerely,