

To: [YOUR 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'd like to broaden my skills to deliver even more value to the business by pursuing Master Black Belt Certification. I've reviewed the most popular and recognized programs, and I have 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.com, the leader in Lean Six Sigma e-Learning.

The most obvious benefits of this program include:

- **Less time away from the office.** *The program only requires two weeks of live training* on the campus of OSU in Columbus, OH. The other 72 hours of advanced courses are online, which I can complete at my own time and pace. Other programs I reviewed require 4-5 weeks out of office.
- **A lower cost:** The fee of \$10,000 covers everything from the training through to the final review and certification process. It's much less than comparable programs that consist entirely of face-to-face training (these range from \$12-30K), and I'll have half or less of the travel expenses.
- **Training by recognized experts:** The live weeks are taught by professors from the Fisher School of Business and trainers from MoreSteam.com and Minitab, Inc. 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: \$10,000
- Airfare (two trips to Columbus): [calculate estimate]
- Transportation to the hotel: [calculate estimate, MoreSteam can assist]
- Hotel (for ten days): [calculate estimate, MoreSteam can assist]
- Meals (for ten days): [calculate estimate]
- Total: [total above amounts]

MoreSteam.com 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. I take the Advanced Lean and Finance Week or the Advanced Stats and Leadership Week in the order that I prefer.

Due to the popularity of the program, both training weeks are being offered in Autumn 2011 (September 12-16) and Winter 2011 (December 5-9).

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 your consideration of my request for the next step in my personal and professional development.

Regards,

[YOUR NAME]