

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name]
[Company Name]

Subject: Counter Offer regarding Professional Development Request

Dear [Manager's Name],

Thank you for reviewing my initial request for professional development funding regarding [Name of Course/Certification/Conference]. I appreciate the feedback provided regarding the current budget constraints.

I am still very committed to acquiring these skills to better support the team's goals, particularly [mention a specific project or KPI]. I would like to propose a compromise to make this investment more feasible for the department:

- **Cost Sharing:** I am willing to personally cover [Percentage or Dollar Amount] of the registration fees if the company can cover the remainder.
- **Installment Plan:** We could split the payment across two different fiscal quarters to ease the immediate budget impact.
- **Modified Scope:** Instead of the full program, I am open to starting with the [Specific Module/Lower Tier] which costs [Reduced Amount].

In exchange for this support, I am happy to lead a knowledge-sharing session for the rest of the team upon completion to ensure the entire department benefits from this training.

I have attached a brief outline of how the skills learned will directly impact our upcoming [Project Name] deliverables. Thank you for reconsidering this investment in my professional growth and our team's success.

Best regards,

[Your Signature]
[Your Printed Name]