[Insert Date]

Dear [Dean or Program Director's Name],

I am writing to request financial support to participate in a professional development opportunity offered by [Moxie,](https://www.moxielearn.ai/) a platform specializing in developing ethical artificial intelligence tools, AI literacy training programs, and resources designed to enhance the skills of higher education faculty in research and writing.

As [Your Role], continuously improving my expertise and staying updated on innovative educational strategies is crucial. Participating will aid in achieving this objective.

To access these resources, I kindly request funding from our department's professional development budget so that I can access Moxie’s:

* Automated feedback tools
* Weekly Professional Development Sessions
* Weekly Group Coaching Sessions
* A Community of Practice
* Webinars and Workshops

The knowledge and skills acquired through this investment will significantly enhance my teaching methods and research abilities. After completing the program, I would be happy to share my insights and knowledge with our department through a presentation or workshop, extending the benefits of this investment to our entire team.

Thank you for considering this request. I am more than happy to provide additional information about Moxie and the specific programs of interest. This investment will bring long-term benefits to our department, and I appreciate your time and attention to this matter.

Looking forward to your positive response.

Sincerely,

[Your Name]