

# A LETTER TO CONVINCE YOUR BOSS.

Want to take our industrial network capabilities to the next level?  
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To: [Recipient's Name]

Subject: Level Up My Industrial Networking Skills at Moxa  
[MXCA/MXCP] Training and Certification

I would like to request your approval to attend Moxa [MXCA/MXCP] training and certification in [CITY], [DATE]. This training will significantly enhance my skills in industrial network design and troubleshooting, which will directly benefit our organization in several ways:

■ **Comprehensive Knowledge:**

I will gain an in-depth understanding of industrial networks using Moxa technologies and products. This includes product selection, design, installation, maintenance, monitoring, and troubleshooting, all of which are crucial for our projects.

■ **Enhanced Problem-Solving Skills:**

The training will teach me advanced troubleshooting techniques and network design skills through hands-on sessions. This will enable me to propose and implement effective technical solutions quickly.

■ **Practical Skills:**

The course covers essential topics like network basics, advanced switch functions, cybersecurity, and network design. This ensures I will be well-prepared to handle any technical challenges we face.

■ **Customer Recognition:**

Moxa-certified individuals are highly regarded in the industry, which can enhance our team's professional credibility and potentially attract more clients.

Most importantly, the knowledge and skills I gain from [MXCA/MXCP] training will have a positive impact on [specific project(s) or initiative(s)], such as [brief description of how MXCA/MXCP can positively impact that work]. I'll also share key takeaways, best practices, and recommendations with the team after the training to optimize our collaboration and support in achieving project goals.

Here's a rough breakdown of the training costs:

- Airfare: \$
- Round-trip transportation between airport and hotel: \$
- Hotel: \$ per night (plus applicable fees and taxes)
- Training registration: \$
- Total: \$

Thank you for considering my request. I believe this training will significantly contribute to our team's success, and I look forward to discussing it further.

[YOUR NAME/SIGNATURE]