



Letter for your boss

Many CMA candidates have been able to convince their companies to provide full or partial reimbursement for the fees associated with the CMA exam. Use the letter template below to inform your supervisor about your interest in the CMA program and ask for financial assistance.

Dear {boss's name}:

I am writing to express my interest in joining IMA® (Institute of Management Accountants) and enrolling in their CMA® (Certified Management Accountant) program.

The CMA certification is a symbol of professionalism, excellence, and integrity. From financial decision making to strategic planning, professional ethics to risk management, the skills and knowledge I will acquire are sure to be valuable assets in reaching {name of your organization's} goals, such as {list of organization goals}.

I would like to request {name of your company} support for the CMA program fees:

- IMA membership: {\$xxx}
- CMA program entrance fee: {\$xxx}
- Exam fees: {\$xxx} (per part)
- Additionally, the estimated cost for a CMA exam review course is \$1,200.
- The total costs associated with earning the CMA certification: {\$xxx}.

As a CMA, I will have the ability to bring more strategic thinking to {company name} which will help us gain a competitive edge in an ever-changing business landscape. I am determined to master the 11 critical management accounting practice areas, and start applying what I've learned to every day discussions and planning. I am confident the skills I acquire by earning the CMA will make me a more valuable employee. Thank you for your consideration.

Sincerely,

{your name here}

If you would like to learn more about IMA and the CMA program, you can visit their website at imanet.org.