

AMF Renewal Justification Letter

Copy and paste this customizable email with your organization's leadership to request reimbursement for your ISC2 annual maintenance fee (AMF). Subject: *Requesting Certification Renewal Fee Reimbursement*

Dear [Manager's Name],

I am writing to request reimbursement for the annual maintenance fee (AMF) associated with my [CERTIFICATION] certification from ISC2, the world's leading member association for cybersecurity professionals. Once a year, I am required to pay this fee, which, in part, supports regular content review and refreshes for certification exams to keep pace with the evolving cybersecurity landscape.

My [CERTIFICATION] certification demonstrates that I have the required knowledge and skills that align with our organization's security objectives, enabling me to contribute more effectively to defending our systems and critical data from evolving cyberthreats.

Maintaining certification helps ensure I contribute at the highest level to our organization's success by allowing me to:

- Stay current with cybersecurity best practices and regulations
- Bring updated security knowledge and skills to our projects
- Strengthen the security posture of our organization
- Demonstrate a commitment to continuous learning and professional excellence

I kindly request your approval for reimbursement of this \$[DOLLAR AMOUNT] AMF as an investment in our organization's security posture.

Thank you for your consideration.

Sincerely,

[Your Name]