RE: Professional Development Opportunity for Elevated Leadership Program

Dear <SUPERVISOR>,

Your support for my professional development in my role with <company> is extremely important to me. That is why I would like to draw your attention to a learning opportunity that would be invaluable to my professional growth and my ability to have a positive impact on our organization.

Yale School of Management Executive Education’s live online, Elevated Leadership Program, develops critical leadership capabilities to steward teams in today’s increasingly uncertain and complex environment. The faculty teach research-backed best practices in core leadership skills such as giving and receiving feedback, persuasion, emotional intelligence, executive decision making, leading change, and innovation. This is a unique opportunity to gain insight from the latest in academic business theory and practice—insight I can bring back and apply at our organization practically and effectively.

The program features a 360° leadership assessment and executive coaching with personalized feedback to contextualize session lessons. This will enhance my ability to translate classroom insight into organizational application.

This program format balances professional development with participants’ other obligations. Held over three weeks, part-time, and live virtually, the program will enable me Ito stay on top of ongoing projects while developing professionally.

**Fee:**

The fee is $7,500, and covers course materials, assessments, and coaching.

**ROI:**

I understand the substantial investment in cost and time out of the office, which is why I would like to propose that I will provide you and the team with a full post-course report outlining the specific lessons learned and my recommendations for application of the learning within our business context.

When you’ve had a chance to review this information, let’s set up a time to discuss so we are both aligned on the value, goals, and objectives of my attendance, as well as ways I can contribute my learning to our organization in a meaningful manner upon my return.

I very much appreciate your consideration of my request.

Sincerely,