RE: Professional Development Opportunity for Women’s Leadership Program

Dear <SUPERVISOR>,

Your support for my professional development in my role with <company> is extremely important to me. That’s why I would like to draw your attention to a learning opportunity that I believe will be exceedingly valuable to my personal growth and my ability to positively contribute to our organization.

The Yale School of Management Women’s Leadership Program focuses on helping participants build awareness of decision-making biases, learn how to create high-performing teams, negotiate win-win outcomes, manage crises, and create an authentic leadership style. This is a unique opportunity to gain insights from the latest in academic research and best-in-class examples from the industry—insights I can bring back and apply to our organization practically and effectively.

Upon completion of the program, I will have gained new ideas, skills, confidence, and fresh perspectives to add more value to our company and employ the benefits of improved diversity across the organization.

Fee:

The program is $7,400 covering the cost of tuition and materials, as well as most meals and lodging.

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.

I am asking your financial support to cover my program fee.

I very much appreciate your consideration of my request, will follow-up soon to discuss this with you. The new perspectives I learn from the Women’s Leadership Program will translate to new actions, and Yale’s evidence-based learning with ready-to-use tools will help our organization navigate today’s complex business landscape.

Sincerely,