RE: Professional Development Opportunity at Yale’s Business Perspectives for Creative Leaders

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.

Yale’s Business Perspectives for Creative Leaders Live Online program equips creative professionals with a comprehensive toolkit of management and leadership skills, enabling them to communicate more effectively across functional areas and drive organizational success. This is a unique opportunity to gain insights from the latest in academic business theory and practice—insights I can bring back and apply to our organization practically and effectively.

**Fee:**

The program fee is $5,850.

**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-program report outlining the specific lessons learned and my recommendations for application of the learnings within our business context.

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

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

I very much appreciate your consideration of my request and look forward to discussing this with you. The new ideas, skills, and frameworks I gain from Business Perspectives for Creative Leaders Live Online will translate into new actions that will help our organization navigate today’s complex business landscape.

Sincerely,