RE: Professional Development Opportunity at Yale’s 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 is designed to help participants make sharper decisions, build 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 industry examples—insights I can bring back and apply to our organization practically and effectively.

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-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.

I very much appreciate your consideration of my request and will follow up soon to discuss this with you. The new ideas, skills, and frameworks I gain from the Women’s Leadership Program will translate into new actions that will help our organization navigate today’s complex business landscape.

Sincerely,