RE: Professional Development Opportunity at Yale’s Elevated 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 professional growth and my ability to positively contribute to our organization.

The Yale School of Management’s Elevated Leadership Program is designed to help participants develop their authentic leadership style, expand their leadership impact, enhance their emotional intelligence, and strengthen their strategic vision and capacity to navigate complexity. This is a unique opportunity to gain innovative frameworks, tools, and insights from Yale’s renowned faculty that I can bring back and apply at our organization practically and effectively.

As a blended learning experience featuring three modules ranging from one to three days each, this program will enable me to balance my professional development with my other obligations. Because each module is spread about two weeks apart, I will be able to put my newfound knowledge into practice immediately.

Fee:

The fee is $6,800, and covers course materials, assessments, and group coaching, as well as lodging and most meals.

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 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 Elevated Leadership Program will translate into meaningful actions that will help our organization navigate today’s complex business landscape.

Sincerely,