<INSERT DATE>

Dear <INSERT NAME>,

I am writing to request your support of my participation in a training program, Emerging Leaders Academy. The program is focused on helping emerging leaders in technology and engineering to develop their credibility, influence, and thought leadership skills so they can lead change in their organization.

In the 12-week course, I will learn and apply the Strategic Communication & Leading Change Framework to a specific idea or concept within our organization. The instructor for the course is Jennifer Braganza, an award-winning engineer with 20+ years of experience who taught engineering design at a university for 5 years and often teaches continuing education courses for Professional Engineers. She was featured as one of the 26 most powerful female engineers in 2016 and will be teaching us practical, applicable strategies that enabled her to influence leaders to innovate and transform their businesses to better serve clients, improve operational efficiency, and meet business objectives. Content includes elements of credibility, critical & systems thinking, business acumen, creativity & innovation, executive messaging, co-creation & collaboration and more. The tuition fee for the course is $997.

In order to thrive in the future, our organization will need to evolve to meet customer and community needs that are changing at a faster rate than ever in history. This program will help me develop the skills to take on a leadership role in developing and driving that change. <DETAIL HOW THE PROGRAM FITS INTO YOUR PLAN & HOW YOU PLAN TO APPLY WHAT YOU LEARN>

Thank you for your consideration.

<INSERT SIGNATURE>

**ATTACHMENT:**

PROGRAM OVERVIEW