

RE: Professional Development Opportunity for Executive Women's Leadership Certificate

Dear <SUPERVISOR>,

Your support and confidence in my professional development in my role with <organization> is very valuable to me as I have been provided with new responsibilities over the years.

Consequently, I would like to focus your attention on a learning opportunity that I am confident will be important to my personal and professional growth and have a meaningful impact on our organization.

The Executive Women's Leadership Certificate Program's goal is to focus on assisting the participants —women entrepreneurs, aspiring leaders, managers and professionals representing a broad spectrum of industries —to build an awareness of decision-making biases, learn how to create high-performing teams, negotiate win-win outcomes, manage crises, understand corporate governance, and create a strong personal brand. This represents a unique opportunity to gain knowledge—knowledge that will ensure our company's prosperity for the year 2020 and beyond. It's also a great opportunity to meet and network with like-minded women.

Upon completion of the program I will be the beneficiary of new ideas, skills, confidence and fresh perspectives that will add more value to our organization. The monetary investment is \$199. I would also be required to be out of work for the day on Wednesday, June 24, 2020.

When you've had a chance to review this information, I would be most appreciative if you can schedule a convenient time to discuss your requirements and expectations for my attendance, so we are both aligned on the values, goals, and objectives of my attendance, as well as ways in which I can contribute my learning to our organization in a meaningful manner upon my return.

I very much appreciate your consideration of my request, and look forward to a more in-depth discussion that will make this opportunity a positive experience for everyone involved. The new perspectives I will learn from this Executive Women's Leadership Certificate Program will translate to new actions, and will help our organization navigate today's complex business landscape. I am herewith requesting time off from my responsibilities to participate in this Executive Women Leadership Certificate Program with the awareness of the substantial investment in both cost and time out of the office.

Respectfully