

RE: Professional Development Opportunity for Certification in Global Business Excellence

Dear <SUPERVISOR>,

Your support for my professional development in my role with <company> is extremely important to me. That's why I'd like to draw your attention to a learning opportunity that I think will be extremely valuable to my personal and professional growth and have a meaningful impact on our organization.

The Certificate of Excellence in Global Business through the Global Network of Advanced Management comprises executive courses offered at over 19 internationally renowned business schools. Over the course of 2 years, I aim to complete 15 program days of a customized curriculum and a capstone project.

This experience will offer access to some of the top business schools in the world, including Yale SOM, Oxford Said, IE Spain, HEC Paris, and many other names recognized for educating forward-thinking leaders for business and society. It's a unique opportunity to personally select some of the best courses in the world in topics ranging from competitive strategy, business innovation to leadership acumen, and many more that will help accelerate my professional growth.

Through this executive education journey I expect to strengthen my ability to lead cross-functionally in the organization as well as nurture leadership in my own team. I expect to build a deep understanding of globalized markets, better assess risks and seize opportunities that capture value, and develop the global mindset essential for business leadership today.

I deeply appreciate your support of my learning journey, which is why I would like to share a proposed curriculum and cost information for your feedback:

- Course 1, University
- Course 2, University
- Course 3, University

....

**Fee:**

The program is \$1,500 to enroll, plus the individual tuition fees of each course. The average cost of a 3-day program is approximately \$6,000 for tuition 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-course report outlining the specific lessons learned and my recommendations for application of the learning within our business context.

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 learning to our organization in meaningful ways on my return.

I very much appreciate your consideration of my request, and look forward to more discussion that will make this opportunity

Sincerely,