

ThriveIN

Hi [Insert Name],

As part of my advancement and growth within this company, I would like to pursue professional and leadership development opportunities to help me gain additional skills, insights and strategies to grow professionally.

To that end, I'd like [insert company] to sponsor my participation in "WorkSpace," a professional development and leadership program equipping Black emerging female leaders in Central Ohio with the tools, information and training needed to advance in their careers. The program runs from April – December 2024 and convenes once a month from 6:00PM – 8:00PM. The curriculum includes interactive, thought leader-led sessions, career coaching and skills-based workshops in the areas of leadership, personal brand reputation, tactical analysis, professional agility, relationship-building and more. You can learn more [here](#). The cost to participate is \$300. The deadline to register is Thursday, March 28, 2024.

I am committed to continuing in my current position while undergoing this additional training and do not foresee the need to alter my schedule in any way. I am also committed to applying these skills in a way that will benefit the company and the direct responsibilities related to my position.

I'd love for [insert company] to sponsor my participation in this program. Is this something I should pursue through our department or is there another point of contact I should direct this ask to?

I appreciate your consideration and our company's willingness to support my continued growth and development. If needed, we can schedule a follow-up meeting to further discuss and address any questions you may have.

Thank you for the consideration and I look forward to hearing back.

Best,

[Insert Name]