Template to Request Institutional Support for Towerscope Leadership Academy

*Instructions:*

1. *Remove the title above*
2. *Add any Intro that fits your institution’s cultural writing/request style*
3. *Remove and add any text you feel would better fit your organization’s and supervisor’s communication style*
4. *Replace the text in brackets with your own text as it relates to your organization’s priorities, mission, and goals for their leaders. You can pull anything from the* [Towerscope Leadership Academy](https://gotowerscope.com/towerscope-leadership-academy) *program webpage that lists benefits and connects directly with your organizational goals.*

[Insert Intro],

I’m following up on the leadership development program that we talked about in our 1 on 1 this week.

I want to ensure that I’m building my leadership capability as I grow my career at **[organization name]**. I found a program that specifically fits the needs of my learning style, my individual development goals, and that will benefit the organization.

The [Towerscope Leadership Academy](https://gotowerscope.com/towerscope-leadership-academy) is a research-based leadership development community learning program, external to this organization, that is designed for women by women leaders leaders within healthcare, academic, and STEM industries. The program is specifically aimed to set leaders up for sustainable success - both now and in the future.

This program is highly aligned with my professional development goals that we’ve previously talked about **[include your professional development goals]**. In addition, it offers **[insert at least one concrete benefit that is not currently offered at your institution; be specific, for example, no program available specifically for women or connects you with folks outside your field].**

The program is also aligned with our organizational goals. I would love to leverage what I gain from this program to **[insert goal that is consistent with -- and in the language of -- your institution's priorities/mission/goals]**. I also think participating in this program would increase my **[insert valued outcome from program materials that are also valued by your institution and boss]** and propel my leadership forward more effectively than what I have been trying to figure out on my own.

I especially appreciate that this program is aligned with our organizational goals of supporting diversity, equity, and inclusion. The program is developed from this lens, by an award-winning social impact firm which is certified as a Historically Underutilized Business (HUB, woman-owned) that supports the professional and economic development of women.

To that end, I would like to request funding support for this program. Would **[you/the department/your office/etc...]** be able to support my participation in the program as part of our commitment to **[insert specific goal/institution's mission statement pulled from company documents]**? Ideally, I would love to request full reimbursement of the program fees, but if that is not an option, I would still like to be considered for any maximum amount allowable for this type of professional development opportunity.

Here is the specific program information:

* *Dates*
* *Investment of $xxx for minimum 16 hours of learning and development*
* *etc*

The next cohort starts in **[2 weeks],** and I would like to make the commitment by **[insert date].**

I’m asking for your sponsorship in this program, to prioritize my time and for the financial investment in my leadership development. I would love to have this opportunity to grow my leadership and then bring it back to the organization and **[create a similar community of support at our organization, make xx impact - include benefits to organization]**.

Thank you for considering my request. I’m happy to answer any additional questions you might have to help facilitate a positive response.

Name