[Insert date]

Dear [Insert your supervisor’s name],

I seek your approval and financial support to participate in the Carnegie Mellon Tepper Executive Education program, [Leadership as a Daily Challenge](https://www.cmu.edu/tepper/executive-education/leadership/daily-leadership/index.html). This program will help me further expand my confidence, knowledge, and practical tools to lead effectively in our organization. It will teach me how to develop strategies to tackle real-world leadership challenges, enhance my decision-making abilities, and strengthen my leadership style to drive sustainable success.

**Leadership as a Daily Challenge** runs from October 20-23, 2025, on the campus of Carnegie Mellon University in Pittsburgh, PA.

The Tepper School of Business is a top-ranked business school, rated #1 in Artificial Intelligence and #2 in Business Analytics by *U.S. News & World Report.* Tepper Executive Education, together with top faculty, cutting-edge research, proven models, and innovative technology, will prepare me to achieve tangible results for [Insert your company name]. I am excited to apply the knowledge gained to my work at our organization.

Here’s what I will gain by attending the Leadership as a Daily Challenge executive program:

* Understand organizational culture and change management.
* Develop personal leadership skills to build and lead high-performance teams.
* Align my brand with peers, clients, and stakeholders.
* Leverage informal networks for collaboration and resource optimization.
* Apply personalized strategies and practical tools tailored to the work environment.

Your total investment required for this program is **$8,000**.

For additional information about the program, please visit [this link](https://www.cmu.edu/tepper/executive-education/leadership/daily-leadership/index.html).

Thank you for considering my request. I look forward to discussing this further with you.

Best regards,

[Your Name]