[Insert date]

Dear [Insert your supervisor’s name],

I am seeking your approval to participate in the Carnegie Mellon Tepper Executive Education program,   
[The Leadership Brand Advantage](https://www.cmu.edu/tepper/executive-education/leadership/leadership-brand-advantage/index.html). This program can help me gain clarity on my leadership identity; understand how I can add unique value to the workplace; assist me in addressing the discrepancies between how I want to be perceived as a leader and how others view me; and increase my visibility  
across the organization.

The Leadership Brand Advantage is a fully online program that runs across two days, from 10:00 a.m. EST to 3:00 p.m. EST each day.

The Tepper School of Business is a top-ranked business school, rated #1 online master’s in business program and #2 online MBA by *U.S. News & World Report.* Tepper Executive Education together with top faculty, cutting-edge research, proven models, and innovative technology to 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 Brand Advantage program:

* Align how peers, clients, and stakeholders see me with the skills needed to perform my work successfully.
* Gather feedback from an array of stakeholders to better understand my strengths.
* Expand my professional network to work collaboratively across boundaries and harness resources.

Your total investment required for this program is **$2,200**.

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

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

Best regards,  
  
[Your Name]