[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, [Business Analytics: Data-Informed Decision-Making](https://www.cmu.edu/tepper/executive-education/analytics/business-analytics/index.html). This program focuses on turning data into actionable insights. I'll gain practical skills and learn how to use analytics to solve business challenges, boost productivity, and explore real-world applications like customer churn and people analytics. I’ll also walk away with the skills to communicate my findings effectively and make smarter, more strategic decisions.

**Business Analytics: Data-Informed Decision-Making** runs from November 6-7, 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 Business Analytics: Data-Informed Decision-Making executive program:

* Explore predictive analytics and analysis in finance and operations.
* Optimize pricing and consumer demand with retail management analytics.
* Leverage Machine Learning and Artificial Intelligence for prescriptive analytics.
* Enhance recruiting and talent management with HR analytics.
* Build a strong data infrastructure to support an effective analytics team.

Your total investment required for this program is **$4,500**.

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

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

Best regards,  
  
[Your Name]