[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, [Transformational AI & Business Strategy](https://www.cmu.edu/tepper/executive-education/analytics/transformational-ai/index.html). This program focuses on the crucial skill of integrating artificial intelligence (AI) into strategic business planning, a capability that will be essential for our future success. Through this experience, I will gain exposure to cutting-edge AI technologies, understand their potential and limitations (including ethical considerations), and learn how to build a forward-thinking AI strategy for our organization. This development opportunity will enhance my leadership capacity and ensure we have the expertise needed to navigate the evolving technological landscape.

**Transformational AI & Business Strategy** runs from September 25-26, 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 Transformational AI & Business Strategy  
executive program:

* Execute more effective data analysis, enabling the extraction of pertinent information.
* Facilitate efficient problem resolution through the strategic selection of appropriate analytical tools, optimizing time management.
* Comprehend data with greater depth, yielding more nuanced and insightful interpretations of analytical outcomes.
* Contribute proactively to data-driven decision-making processes within the organization.
* Alleviate the demand on specialized data scientists for routine analysis by independently managing such tasks.

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/transformational-ai/index.html).

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

Best regards,  
  
  
[Your Name]