

DATE

Company Name

Company Address City, State, Zip

Dear [Supervisor/HR Director],

As you may know, I'm passionate about becoming a better leader within the company and improving my business acumen and management skills. I'm reaching out to you because I'm interested in participating in the **Topic Challenge: 1-Day Accelerator** by Ability.

This 1-Day Accelerator will help me to:

- Practice critical leadership skills in an accelerated program
- Expand my network and learn alongside peers from diverse industries, backgrounds, and experiences
- Engage in a dynamic, virtual simulation within a real-world environment to practice and apply new skills immediately

I feel this program could greatly benefit my professional growth and propel my career with [company name] forward. For that reason, I am reaching out today to solicit your support for the 1-Day Accelerator on DATE.

The cost for this program is \$550. While full reimbursement would be ideal, I would greatly appreciate the consideration of any professional development assistance from [company name].

I am happy to provide any additional information on the program that would aid in the decision-making process. Here is the link to the program page that contains the curriculum: <https://www.ability.com/1-day-accelerators/>

Thank you in advance for your consideration of my request. I look forward to the opportunity to discuss it with you in more detail.

Sincerely,

Employee Name