# Request Letter for Women Leaders: Advancing Together, a Harvard Professional Development Program

**Date [insert date]**

Dear [**insert** **your senior leader’s name here**]

I would like to ask for your approval to attend an intensive leadership development program at Harvard University this fall.

This program—[***Women Leaders: Advancing Together***](https://professional.dce.harvard.edu/programs/women-leaders-advancing-together/)—is a great opportunity for me to develop the leadership skills and actionable tools I need to be a better team leader. The program focuses on key topics such as aligning my strategy with the organization's strategy, improving my presentation and communication skills, and building productive relationships. A one-on-one coaching session after the program will help me better apply the skills I've learned back at the office.

I'd also like to ask you to consider attending this unique program with me; it's thoughtfully designed for rising leaders like myself to attend with their senior manager. The program offers dedicated days of networking and leadership development at the executive level for senior leaders, in addition to a day of working on leadership skills together.

And perhaps even more importantly, we'll be working together to bring these ideas back to our organization and empower other rising women leaders in our organization.

Here are some additional details about the program:

| **Rising Leaders (me)** | **Senior Leaders (you)** |
| --- | --- |
| **On-Campus Dates**: Insert on-campus dates ([refer to the schedule](https://professional.dce.harvard.edu/programs/women-leaders-advancing-together/?date=08282023#details) for your program) | **On-Campus Dates**: Insert on-campus dates([refer to the schedule](https://professional.dce.harvard.edu/programs/women-leaders-advancing-together/?date=08282023#details) for your program) |
| **Key Topics:*** Strategic leadership
* Communication and visibility
* Organizational politics
* Career planning
 | **Key Topics:*** Driving change at the top
* Executive presence
* Emotional intelligence
* Effective sponsorship
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| **Program cost**: $6,295 | **Program cost**: $2,885 |
| **Travel cost**: [insert airfare/hotel/misc here] | **Travel cost**: [insert airfare/hotel/misc here] |

You can learn more about the topics covered and program schedule for both cohorts on [the Harvard Professional Development Programs website](https://professional.dce.harvard.edu/programs/women-leaders-advancing-together/).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

**[INSERT YOUR NAME HERE]**