# Request Letter for Business Management Course: From Management to Leadership

**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’s Division of Continuing Education.

This program — [Business Management: From Management to Leadership](https://professional.dce.harvard.edu/programs/business-management-course-from-management-to-leadership/) — is a great opportunity for me to develop the leadership skills and actionable tools I need to be an empowered leader. The program’s MBA-inspired curriculum covers a full range of business leadership topics efficiently and effectively and focuses on skills that will help me drive business success as a leader in our organization.

Here are some additional details about the program:

**On-Campus Dates:** *insert on-campus dates (refer to the schedule for your program)*

**Key topics:**

* Leading transitions
* Improving financial acumen
* Understanding market dynamics
* Developing operational command of your business
* Designing & executing business strategy

**Program cost:** $6,150

**Travel cost:** *insert airfare/hotel/misc here*

You can learn more about the topics covered and program schedule on [the Harvard DCE Professional & Executive Development website](https://professional.dce.harvard.edu/programs/business-management-course-from-management-to-leadership/).

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]**