# Request Letter for LGBTQ+ Leadership Program: Leading with Pride, a Harvard DCE Professional & Executive 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’s Division of Continuing Education.

This program— [LGBTQ+ Leadership Program: Leading with Pride](https://professional.dce.harvard.edu/programs/lgbtq-leadership-program-leading-with-pride/) —is a great opportunity for me to develop the authentic leadership skills I need to be a better team leader. The program will teach me leadership and management strategies that consider my identity and experience to help drive organizational success, while connecting me with other driven leaders from around the world.

I believe what I’ll learn in this program will help me better contribute to achieving our goals and creating an inclusive workplace.

| **About the Program** |
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| **On-Campus Dates**: Insert on-campus dates ([refer to the schedule](https://professional.dce.harvard.edu/programs/lgbtq-leadership-program-leading-with-pride/#details) for your program) |
| **Key Topics:*** Honing your strategic thinking
* Working with global teams and building multicultural fluency
* Negotiation to drive positive outcomes
* Inclusive leadership that encompasses sexual identity, gender identity, and allyship
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| **Program cost**: $5,100 |
| **Travel cost**: [insert airfare/hotel/misc here] |

You can learn more about the topics covered and program information on [the Harvard DCE Professional & Executive Development Programs website](https://professional.dce.harvard.edu/programs/lgbtq-leadership-program-leading-with-pride/).

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]**