

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 **Becoming an Effective Manager program** by Abilitie.

The Becoming an Effective Manager program is a part-time, fully virtual business course that offers an alternative way to learn business essentials, focusing on the skills and knowledge required to succeed as a manager. Based on *The 12-Week MBA* book written by Abilitie's Bjorn Billhardt and Nathan Kracklauer, the curriculum has been utilized by approximately 100,000 professionals at more than 100 global Fortune 500 companies to level up their leadership and management skills.

I have chosen Becoming an Effective Manager for several reasons:

- The course is three weeks, part-time, completely online, and allows me to maintain my work schedule and life commitments. *I am able to choose class times that are outside of regular business hours.*
- The course is taught through hands-on practice and virtual simulations, allowing me to gain real world experience in advanced business concepts, communication, and problem-solving.
- The program prioritizes cohort-based learning, which allows me to work with a team of other rising leaders in order to solve problems and work through case studies and other real-life challenges.
- After completing the program, I will receive a certified credential from Credly, showing the management skills I will have acquired from the course.

I truly 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 cohort beginning DATE and ending DATE.

Tuition for Becoming an Effective Manager is \$ AMOUNT. While full tuition reimbursement would be ideal, I would greatly appreciate the consideration of any tuition 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.abilitie.com/12-week-mba/becoming-an-effective-manager/>

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