Subject line:

Request to attend ADVISA Emerging Leader Series

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in ADVISA’s Emerging Leader Series for my leadership development this year. This 100% virtual program is tailored for early-career professionals aiming for their first leadership role. Over four and a half months, participants engage in weekly micro-learning sessions, self-directed pre-work, and group discussions, with immediate application of concepts.

The cohort is scheduled for [DATES/TIMES] and costs $2,700. Notably, 98% of ADVISA participants report becoming more effective leaders. ADVISA’s expertise in cultivating thriving work cultures can also benefit our organization.

May I have approval to attend this training? Please let me know next steps.

Thank you,  
[NAME]