Subject line:

Request to attend ADVISA Leadership Fundamentals

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in ADVISA’s in-person Leadership Fundamentals training in Carmel, Indiana, for my leadership development this year. This program is designed for front-line supervisors and mid-level managers to enhance their skills in driving results through their teams. Participants will practice, receive feedback, and create actionable plans over six months, with monthly full-day sessions.

The cohort is scheduled for [DATES/TIMES] and costs $6,600. 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]