Subject line:

Request to attend ADVISA Wellness-Driven Leadership training

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in the Wellness-Driven Leadership training at ADVISA for my leadership development this year. This in-person program in Carmel, Indiana, is designed for leaders who prioritize employee wellness. Over four months, participants will reflect on their own wellness, learn to support employee wellbeing, and influence their organization’s wellness culture. The program includes monthly sessions lasting 2.5 hours each, building a solid foundation for wellness-driven leadership.

The cohort is scheduled for [DATES/TIMES] and costs $2,000. 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]