



DR. ANGELA E. BATISTA

TRANSFORMATION BY DESIGN

elevating leadership with purpose

TBD MEMBERSHIP – FUNDING JUSTIFICATION LETTER TEMPLATE

Dear [Supervisor/Department Chair/Decision-Maker],

I am writing to request professional development funding to enroll [myself / our team] in the TBD Membership Experience, a professional leadership development program created and led by [Dr. Angela Batista](#), Founder and CEO of [Transformation by Design \(TBD\)](#). This membership is designed to help higher education and healthcare leaders like us build resilient teams, navigate organizational complexity, and lead with clarity and purpose.

Why This Membership Is a Strategic Investment

The TBD Membership provides sustainable support to help leaders and teams move from survival to strategic impact during continued uncertainty and change.

This opportunity aligns closely with both institutional and departmental goals, including:

- Enhancing leadership capacity to support strategic initiatives more effectively
- Strengthening staff well-being and reducing burnout
- Supporting inclusive, adaptive, and belonging-centered practices
- Promoting team engagement, collaboration, and innovation
- Advancing retention and succession planning through talent development

Expected Outcomes and Deliverables

Participation in the TBD Membership will deliver:

- Improved decision-making and alignment with organizational goals
- Practical tools for inclusive and adaptive team leadership
- Immediate-use toolkits, templates, and planning resources
- Access to a peer learning community and a national network
- Developmental support across all leadership stages via the Transformation Path™

Program Value and Pricing

This membership is significantly more cost-effective than traditional conferences, one-time workshops, or external consultants, AND offers sustained access to expert guidance and implementation support.

Founding Member Discounted Rates

- Individual Membership – \$670/year or \$67/month
- Team Core Membership (up to 10 staff) – \$6,500/year

- Team Enhanced Membership (up to 25 staff) – \$10,500/year
- Enterprise Tier (25+ seats, custom plans) – Starting at \$25,000/year (10–20% off introductory rate)

Membership Includes

- Monthly live leadership development sessions
- Peer mastermind groups and private member community
- On-demand resource library mapped to a clear Transformation Path™
- Monthly strategic implementation roadmaps and ready-to-use leadership tools
- Optional personalized coaching and team-level workshops

Flexible Format, Scalable Design

With both asynchronous and live options, participation is flexible and won't disrupt operations. The format supports ongoing development and is scalable—we can begin with a single membership and expand as needs and resources allow.

Request Summary

I respectfully request approval to:

- [Enroll myself as an Individual Founding Member]
- [Secure funding for a Team Core or Enhanced Membership]
- [Utilize professional development funds allocated for FY25 or relevant cycle]

To learn more or request a customized team proposal, visit www.transformationbydesign.co or contact Dr. Angela Batista at angela@transformationbydesign.co.

Thank you for your consideration and continued support of leadership development.

Sincerely,
[Your Name]