

Hi NAME,

I would like to apply to join the [OneReq Circles](#) for [INSERT NAME OF CIRCLE].

OneReq Circles are 6 week experiences that will be a big benefit to my professional development in recruiting.

The program costs \$[INSERT COST HERE] USD, and I'm writing to request your approval to make the purchase from our learning and development budget.

OneReq Circles has been highly referred through my network. As you know, I'm invested in pursuing recruiting as a long-term career. Based on the content, topics, and reviews I've seen, I'm confident it will provide tangible resources and learnings that I'll be able to apply right away in my role here at [YOUR COMPANY].

Some of the specifics benefits include:

- Facilitated group coaching - Each 8-10 person circle meets virtually every two weeks for two hours sessions over the course of three months. The initial 3-month period focuses on the skills and knowledge needed to navigate a shared transition.
- Content designed for each Circle - Facilitators guide each circle through an experience and topics designed specifically for recruiting professionals
- A curated global peer to peer community where I can gain insights and learnings to bring back to our team.
- Access to mentors to help me further develop my skills and capabilities in talent acquisition, diversity recruiting, recruiting programs & more.

I appreciate your consideration. If you have any questions or need any other information please let me know.

Thank you,

NAME