

## **Hello and thank you so much for your interest in joining The Manager's Lab!**

Below is a template you can submit to request professional development funds to cover your participation in the program. Feel free to make any edits or additions that reflect your role and goals.

To make your own copy of this letter:

1. Go to the File menu
2. Select "Make a Copy"
3. Rename the file as you'd like
4. Update the text below in red where applicable
5. Delete this introduction section before sending

Dear [Supervisor's Name],

I'm writing to ask for your approval to use professional development funding to register for [The Manager's Lab](#), a program focusing on building management principles, best practices and skills. The program emphasizes both project/program management and people/team management, providing the opportunity to develop a broad, well-rounded set of leadership skills.

My participation in this training will enable me to:

- Create and streamline our operational processes
- Supervise **student, intern, and professional** staff with a developmental mindset
- Formalize and centralize the planning and execution of our ongoing programming
- **[INSERT ANY OTHER SPECIFIC GOALS YOU HAVE RELATED TO DEPARTMENTAL OR DIVISIONAL INITIATIVES HERE.]**

I am also happy to share relevant insights and takeaways with others in the division.

The program also emphasizes strategic, creative, and critical thinking – all of which align with my goals for long-term career development and immediate team contributions.

The cost is \$39/mo or \$429/year, and includes structured monthly content and confidential access to coaching and feedback. No additional funding is required.

Thank you for considering this request. I'm looking forward to applying what I learn to benefit our team and **<insert your organization's name>**.

Sincerely,  
[INSERT YOUR NAME HERE]