

Funding Request Template Letter

<http://www.carolparkerwalsh.com>

Dear [Decision-maker],

I request funding to participate in a professional development experience that supports our strategic initiatives. Specifically, we emphasize [insert relevant quote(s) from strategic plan/performance evaluation/mission statement here]. For this reason, studies show that participating in professional development experiences that increase productivity, improve performance, and achieve better outcomes are highly recommended for advanced inclusive leadership.

My ability to contribute to these initiatives at the highest levels is essential to me as a [woman/women of color/recently promoted/newly hired leader]. Moreover, we've discussed the need for my increased [topics/areas previously discussed] to perform optimally in my position. [Optional insert]

The Executive Presence & Influence program uses a proprietary framework designed to help high-achieving women like myself develop resiliency, executive presence, enhanced communication skills, and the ability to influence others. It identifies gaps in my current leadership abilities and provides the necessary support and resources to improve upon them.

This program is built on content and coaching that Fortune 100 and 500 companies like Johnson & Johnson, HP, BMS, and Genentech have made available to their employees. Attendees gain tangible skills that will uplevel their careers and the internal competencies and capabilities that go beyond what internal training programs can offer.

Based on my knowledge of program creator [Dr. Carol Parker Walsh's](#) expertise and the organization's success record, I would benefit from this intensive professional development experience. My goal is to use this program to [outcome specified in your company's strategic plan] much more effectively than if I were not to participate in the program. The advanced leadership skills will have lasting effects on my work here as [your role/department/company].

The investment for this 6-month program is \$7,500 (or 12-month is \$12,000), and I'm requesting your support to attend this year as part of my professional development. Would you be willing to support my participation in the program as part of our commitment to [value expressed in the strategic plan]? Previous participants have grown and developed in ways that have catapulted their careers, and I know it will do the same for me.

I appreciate your consideration of my request and look forward to hearing from you in time to register and join the program.

Sincerely,
[You ;)]

Attachment: Carol Parker Walsh Consulting Group's Capability Statement