Subject: **Request for Support: Leadership Austin Essential Program Application**

[Recipient's Name],

I am writing to request your support for my participation in Leadership Austin's Essential program. Since 1979, Leadership Austin has been providing impactful leadership development opportunities for professionals at all stages of their careers.

[Include a few words about your personal leadership journey and your role within the company.]

The Essential Program brings together established leaders from a variety of industries and backgrounds across Greater Austin. This program offers a unique opportunity to build new relationships, engage with complex regional issues impacting Central Texas, and deepen critical leadership skills.

A key benefit of Leadership Austin is its extensive alumni network, which includes more than 3,000 influential leaders from over 46 years of programs—many of whom are our clients, elected officials, and key partners. It would be an honor to represent [Company Name] in the upcoming cohort. I believe it will be a great investment in me as a leader and a great way for us to show up as a company that cares about leadership development in our community.

I am applying for the 2026 cohort and will learn of my acceptance by mid-August. The Essential program includes a mandatory overnight retreat, followed by eight full-day classes (once monthly) from October through May, with a final graduation session. Tuition for the program is $4,500. If accepted, I am requesting [Company Name]'s full support in covering the tuition and the time to fully engage in all program components.

This program represents an invaluable professional development opportunity for me to stay informed about the issues and systems affecting Austin and Central Texas. Past graduates have demonstrated significant growth in their leadership roles, driving increased impact both at work and in their communities. If accepted, this announcement will raise the positive profile for our company.

You can learn more about the Leadership Austin Essential program here.

Thank you so much for considering my request and for supporting my ongoing professional development.

Warm regards,

Name