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West Des Moines, IA 50266
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515-225-6009

Subject: Seeking Your Support – WDM Leadership Academy

Dear [Boss's Name],

I am reaching out to request your support for my participation in the West Des Moines Leadership Academy (WDMLA), a 9-month leadership development program focused on leading oneself, leading others, and leading within the community.

The program includes nine full-day, in-person sessions from September through May and provides more than 80 hours of leadership training, hands-on learning, and opportunities to connect with local business and community leaders. I believe the skills, perspective, and relationships gained through this experience would strengthen my professional growth while also allowing me to bring new ideas, leadership skills, and connections back to our organization.

In addition to the formal training, the program includes a community-focused class project and provides access to a network of 35–40 local leaders, 15–20 advisory committee members, and more than 600 alumni. I believe these connections could provide valuable opportunities for collaboration and strengthen our organization's presence within the community.

Would the organization consider covering the [INSERT TUITION AMOUNT] tuition cost in support of my professional development? I would also be requesting support to be away from work for the nine program days. I would work closely with the team to plan ahead, ensure coverage, and minimize any disruption to our day-to-day operations.

I believe this would be a valuable investment in my development and an opportunity to bring meaningful benefits back to our team and organization. Thank you for considering my request. I would welcome the opportunity to discuss it further.

Best,
[Your Name]