

<Instructions: Many companies will pay for executive education. The key is convincing management of the benefits to the company that will result from the new skills and knowledge you will acquire. Here's a letter you may customize and use to gain approval for funding your enrollment.>

Dear <MANAGER/SPONSOR>,

I have identified a new professional development opportunity that is sure to help me contribute in new ways to our organization.

BoardSuited is an executive education program which helps professionals like me, who seek to join a non-profit, advisory or corporate board as an independent director. It's completely online, so there is no additional travel expense or time off work and I can take it anytime, anywhere. The course enrollment fee is reasonably priced at \$3,000.00, much less than in person workshops and a much more comprehensive curriculum.

This program has 9 learning modules and 20 currently seated board member Contributors whose insights would help me to understand how boards operate and teach me skills critical for both becoming a director and interacting with board members, as well as how to position myself as a competitive candidate. Joining a board would allow me to contribute my subject matter expertise in <your expertise> to a non-profit or corporate organization in need of this guidance. The strategic insights and skills I would learn as a director would, in turn, enhance my performance at <company> and my ability to better communicate to key stakeholders and board members.

Research on boards has shown that the support of independent directors by their own company makes it possible to positively contribute to both organizations. Upon completion of the program I will have gained new ideas, skills, confidence, and fresh perspectives to add more value to our company.

I'm happy to provide you and the team with a full post-course report outlining the specific lessons learned and my recommendations for application of the learning within our business context.

Thank you for your consideration. I look forward to your response and I'm happy to discuss ways I can contribute my learnings to our organization in a meaningful manner upon my return.

Sincerely,