RE: Professional Development Opportunity at Yale SOM’s Women on Boards

Dear <SUPERIOR/EXECUTIVE BOARD/SPONSOR>,

Your support for my professional development at <COMPANY> has enabled me to contribute to our organization in new ways. I have identified a unique development opportunity that promises to further enhance my ability to make impactful contributions.

Yale School of Management’s Women on Boards is an executive education program designed for women, and those who support them, aspiring to join a board as an independent director. This program would equip me to launch a board seat search by providing comprehensive knowledge on the skills critical for board directors today, insights into the search process, and strategies for positioning myself as a competitive candidate.

Research on boards has shown that the support of independent directors by their own company makes it possible to positively contribute to both organizations. Serving on a board would allow me to apply my subject matter expertise in <your expertise> to an organization in need of such guidance. The strategic insights and skills I would acquire as a board director would, in turn, enhance my performance at <COMPANY>.

I kindly seek your support to take Yale’s Women on Boards program to help me secure a board director position and excel in that role. In addition, I would greatly appreciate your assistance in integrating this pursuit into my current job responsibilities. With your support, I am confident that I will deliver a positive and substantial impact on both the board and our company.

**Fee:**

The program is $12,250, which covers the program fee, hotel, most meals, executive coaching, and all program materials.

**ROI:**

I understand the significant investment in cost and time out of the office. With this in mind, I would like to propose that I will provide you and the team with a comprehensive post-program report outlining the specific lessons learned and my recommendations for their application within our business context.

When you’ve had a chance to review this information, let’s set up a time to discuss your requirements and expectations for my attendance. This will ensure we are aligned on the value, goals, and objectives of my participation, as well as how I can apply my learnings from the program and future board service to our organization in impactful ways.

Sincerely,