**Request Letter for [program name], a Harvard DCE Professional & Executive Development program**

**Date [insert date]**

Dear [**insert your senior leader’s name here**],

I would like to ask for your approval to attend an intensive leadership development program at Harvard University’s Division of Continuing Education.

This program—**[program name]**—is a great opportunity for me to develop the leadership skills and actionable tools I need to be a better leader for our team. The program focuses on key topics such **[insert curriculum from** [**the website**](https://professional.dce.harvard.edu/find-a-program/)**].**

Here are some additional details about the program:

Program Dates: x/x-x/x

Key Topics:

* A
* B
* C

Program cost: $

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

**[INSERT YOUR NAME HERE]**