**Please feel free to edit and personalize this letter as you see fit ☺**

**Request for Support: CREW Dallas Leadership Institute 2025**

Dear **[Name]**,

I am writing to request **[Company Name]**’s investment in my participation in the exclusive CREW Dallas Leadership Institute program in 2025. This executive-level program, offered in partnership with the SMU Cox School of Business, is a unique opportunity that occurs only every other year. It brings together a select group of 25 professionals to develop leadership skills and strategies for navigating the demands of an increasingly complex business environment.

By participating, I will gain invaluable executive education, expand my professional network, and sharpen key leadership skills that will benefit both my career development and the company’s growth. Some of the program’s main initiatives focus on leading self, leading others, and leading the organization.

The program includes sessions led by distinguished SMU faculty on critical topics such as:

 1. **Navigating Change in Difficult Times & Emotional Intelligence**

 2. **Driving Results Through Authentic Influence**

 3. **Fundamentals of Teamwork & The Five Behaviors of a Cohesive Team**

 4. **Negotiation Through Relationships**

 5. **Organizational Trust & It’s Impact on Business**

 6. **Difficult Conversations That Produce Positive Results & Decision-Making Traps and Biases**

The program will help me hone my skills in strategic communication, negotiation, collaboration, and leadership presence. Additionally, it will provide opportunities to apply these skills through networking, authentic connections, and service initiatives, such as a half-day volunteer event at Attitudes and Attire.

The total cost of participation is $4,000, and the registration deadline is November 30. I believe this investment will not only enhance my leadership abilities but also strengthen the contributions I make to our organization. The program kicks off in February 2025 and includes 6 in-depth classes, all taught by SMU Cox Business School faculty. Participants who complete all sessions will receive a certificate from SMU, which is eligible for continuing education credits.

I am grateful for the organization’s continued support of my professional development and would greatly appreciate the opportunity to discuss this further.

Thank you for your time and consideration.

Sincerely,

**[Your Name]**