

Dear EMPLOYER,

I would like to initiate a discussion with this letter about my pursuing an Executive MBA in TYPE at the University of Tennessee's Haslam College of Business.

In order to continue working full-time and fulfill my responsibilities at COMPANY, I've chosen a flexible format that combines distance learning with just four residence periods over the period of 11 months.

Having carefully considered the impact this program will have on my professional and personal life, I believe it presents a unique opportunity to grow in my ability to contribute to the continued success of COMPANY.

The Haslam Executive MBA has a proven track record of producing leaders with cutting-edge skills in strategic development, leadership, and best practices.

It does so through applied assignments, leadership coaching, and an **Organizational Action Project (OAP)**. With your approval, I would execute an OAP at COMPANY, designing and executing a strategic initiative under the guidance of a coach acting in the role of consultant. These projects are expected to make a significant impact on growing revenue, reducing costs, or both, and **average a return of \$6.5 million**. Your investment into workforce development will likely pay for itself and then some.

The program begins DATE and ends DATE, and I hope to apply by DATE.

For this purpose, I am requesting your support for at least the time required to attend the mandatory class sessions, which can be attested through a company letter. I would also like to request financial support for the cost of tuition and have laid out some points for your consideration.

- My performance record has demonstrated drive and dedication, which I hope will be seen as indicative of my passion and ability to leverage my newly-acquired skills at COMPANY.
- One key reason I joined COMPANY was that advancement opportunities are available to high-potential employees. I believe deep knowledge of the company can be combined with expertise acquired through the Haslam Executive MBA program to develop management talent internally.

The Executive MBA program at the University of Tennessee's Haslam College of Business costs \$XX,XXX. *U.S. News & World Report*, *Financial Times*, *The Wall Street Journal*, and other prestigious publications have consistently ranked the college for its top-tier MBA programs.

I appreciate your consideration of supporting my pursuit of an Executive MBA by sponsoring time off and tuition costs, and would like to discuss options for making this a mutually beneficial year.

Respectfully,

SIGNATURE