Dear Employer:

I’m excited to share about an opportunity that I feel is going to benefit both myself and our company. As you know, I am a member of (Jaycees Chapter) here in town. Not only has it proven to help me network to share all about our company, but it mainly serves as a way to create opportunities to develop my personal and professional skills.

My local chapter is part of a global network of chapters that come together on a state, national and international level. Every year, the national level, JCI USA, hosts a training and development event. This is called North American Academy. This year, the event is held February 23-27, 2022 in St. Louis, MO.

North American Academy is for impact creators—the future leaders and those who will lead their communities on a local, national and international level. The experience is created to empower and educate those that see themselves in larger roles in the future both within the JCI movement and beyond in their professional careers. There is both personal and group work completed throughout this three-day immersive event. Our goal is that you will leave changed forever.

I plan to develop the following skills:

* ***Communication and Interpersonal Skills***
* ***Collective/Collaborative Impact and Advocacy Skills***
* ***Personal Assessment of Personality and Strengths***

I feel these skills would greatly enhance my ability to complete the current skills in my job and support me in my value to the company as well as my growth within the company. (Make this part personal and how you’ve been talking about moving up in the company or trying to get into management or whatever makes this true to YOU).

The registration for Academy includes the four nights accommodation, all meals (except for two with group outings), world-renowned trainers and training sessions, and the opportunity to community build and connect. With the investment of only $225, I can attend this event and come back a better person and enhanced employee. More information is available at www.jciusa.org/northamericanacademy. Is this an opportunity that the company might be able to invest in for me? I appreciate the consideration and look forward to your feedback and thoughts.

Thank you again,

**First Last Name***Title  
Company*