Dear Employer:

I’m excited to share about a development opportunity that I believe will benefit both myself and our company. As you know, I am a member of (Your Chapter) here in town. Not only has it proven to help me network to share about our company, but it also 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 for state, national and international events. Every year, the national level, JCI USA, hosts a training and development event called North American Academy. This year, the event is held November 1-5, 2023, in New Orleans, LA.

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 in their professional careers. There is both personal and group work completed throughout this three-day immersive event. The event delivers development sessions for skills that can be applied immediately.

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 includes the four nights of lodging, all meals (except for two with group outings), world-renowned trainers and training sessions, and the opportunity to build connections both nationally and internationally. With the investment of only $375, I can attend this event and come back a better person and enhanced employee. More information is available at www.jciusa.org/naa. 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