

Re: Request for professional development support

Dear [Manager Name],

As an element of my professional development, I have identified a program that aligns with my goals. VersaFi's Emerging Leaders Program, a seven-month leadership development program is designed for high-potential talent preparing for progressively senior leadership roles in financial services.

The program combines leadership development, coaching, peer networking, and a personality assessment to strengthen strategic leadership capabilities, confidence, and career progression. Participants engage in:

- Leadership development sessions
- Facet5™ personality assessment
- Individual and group coaching
- community building

This program support my professional development with skills that support both my growth and our team's objectives, including:

[Insert 2-3 specific leadership skills or competencies you would like to strengthen.]

Examples:

- Strategic thinking and decision-making
- People leadership and influence
- Executive presence and communication
- Stakeholder management
- Leading through change
- Building cross-functional relationships

Benefits to the Organization

By participating in this program, I will:

[Customize as applicable]

- Apply new leadership tools and frameworks to support team and business objectives.
- Strengthen my ability to lead initiatives, projects, and stakeholder relationships.
- Bring new insights and best practices from peers across the financial services industry.
- Increase my readiness for future leadership opportunities within the organization.
- Expand my professional network and represent our organization within a national industry community.

Program Investment

The program fee is **\$4,500 + HST**.

The program includes a combination of virtual and in-person learning experiences. Participants are expected to attend **three in-person sessions in Toronto** during the seven-month program.

For candidates located outside the Greater Toronto Area, travel and accommodation expenses would be in addition to the program fee.

Travel Considerations (for participants outside Toronto)

I am also requesting approval for reasonable travel expenses associated with attending the three in-person sessions.

The in-person sessions are an important component of the learning experience, providing opportunities for:

- Peer collaboration and networking
- Interactive leadership development activities
- Relationship-building with coaches and participants
- Enhanced learning through face-to-face engagement

My Commitment

If selected for the program, I commit to:

- Fully participating in all program requirements and sessions.
- Applying the knowledge and skills gained to my role.
- Sharing learning and insights with the team and organization where appropriate.
- Maintaining strong performance and accountability in my responsibilities throughout the program.

I am seeking your support of my application to the VersaFi Emerging Leaders Program.

I welcome the opportunity to discuss how participation aligns with my development goals and our team's priorities.

Thank you for your consideration.

Sincerely,

[Name]

[Title]