***[Name]****,*

I hope your day is going well. Since our discussion on ways that I can grow professionally, I have been researching programs that can help me expand my leadership and management capabilities. One particular program caught my attention: Darden Executive Education & Lifelong Learning’s **[name of the program].**

It is taught by UVA Darden School of Business top-ranked faculty and stood out to me because **[aspects of the program that interest you].** It will allow me to gain expertise in **[program outcomes that align with your goals].** With these new skills and perspectives, I will be able to **[specific ways that you will apply skills to your role].**

I believe this program is a great way for me to grow and add more value to my role within the organization.

Is there an opportunity for [**name of the organization]** to provide financial support for this professional development opportunity? The details are below.

[Name of program]  
[Dates]  
[Location/format]  
[Cost]  
Link to the program page

Would you have time this week to discuss? Thank you for your time and I look forward to our conversation.

Best,

[Your Name]