

Date [insert date]

Dear [insert your supervisor's name here],

I would like your approval to attend [Columbia Business School Executive Education's Chief Financial Officer Program](#). This intensive program of 9 to 12 months is for senior executives who are new to the CFO role or are preparing for a similar strategic financial leadership position.

Located in New York City, Columbia Business School is one of the world's leading business schools. Its strong industry ties offer access to some of the top business minds who share their superior thought leadership across diverse divisions and disciplines. Faculty Director Shivaram Rajgopal is an award-winning expert on financial reporting, earnings quality, and corporate culture who regularly conducts training programs for leading organizations.

Attending Columbia Business School Executive Education's Chief Financial Officer Program will enhance my knowledge and skills in core areas such as **Value Creation and Strategy Audit, CFO Leadership Style, Capital Allocation**, and more. This program also offers the choice of two elective modules that will further strengthen my skill set. I intend to pursue the following topics — **[insert elective 1]** and **[insert elective 2]**.

The program would provide a high return on investment for our organization by empowering me to immediately apply my learnings toward our short- and long-term business goals. The learning is also aided by a diverse cohort where four out of every five participants have more than 15 years of experience, holding senior titles including CxOs, directors, VPs, founders, etc.

By attending this program at Columbia Business School Executive Education, I will:

- Enhance my ability to lead financial strategy and digital transformation at our organization
- Sharpen my decision-making skills to drive value creation for the organization
- Gain invaluable firsthand insights from Columbia faculty and global industry leaders on the latest in financial transformation
- Build my capacity to lead and motivate teams across functions and business units
- Apply my learnings immediately during strategy discussions and share key takeaways with our team

The program begins on **Month XX, YYYY** and most of the learning sessions will be held online, apart from a two-day optional on-campus networking event that will take place on the Columbia Business School campus in New York City. Here's how much it will cost for me to attend:

- Program fee: US\$28,000
 - I can receive an early registration benefit of **US\$X,XXX** off the program fee if I apply before **Month XX, YYYY**
 - **Travel costs: US\$XX,XXX**

You can learn more about the program [here](#) on Columbia Business School Executive Education's website.

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

[INSERT YOUR NAME HERE]