

Date: [insert date]

Dear [insert your supervisor's name here],

I am requesting your approval to attend the **Venture Capital Private Equity Program** offered through Columbia Business School Executive Education.

Designed for professionals who want to expand their understanding of venture capital and private equity, this 9- to 12-month program explores critical concepts such as what makes a good VC or PE investment, how to develop valuation frameworks, and how to manage multiple portfolios. The multimodal program will provide me with the necessary skill sets, tools, and frameworks to handle every stage of the investment cycle and build successful deal portfolios.

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.

Attending the **Venture Capital Private Equity Program** will give me practical experience, enhance my skills, and help me apply new insights that can drive our company's long-term investment/portfolio goals. In addition to 12 weeks of core modules, the program includes a choice of electives to deepen my expertise. The program also includes a two-day optional on-campus networking event. I plan to pursue the following key topics: [insert electives].

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 with executives holding titles such as CEO, CFO, COO, managing director, founder, and senior M&A advisor.

In addition, I feel my attendance in the program will help me:

- Evaluate what makes a good investment while considering the business environment, price determinants, and exit strategies
- Identify the investment potential of companies and their purchase price requirements
- Create value in and manage multiple portfolios
- Learn to develop profitable exit strategies
- Analyze risk management scenarios and bargain protections

The program begins in XXXX YYYY, and the cost to attend is:

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

There is more detailed information about the program [here](#).

Thank you for considering my request. I look forward to speaking with you about this opportunity in more detail soon.

Best regards,  
[INSERT YOUR NAME HERE]