

Date [insert date]

Dear [insert your supervisor's name here],

I would like your approval to attend Cambridge Judge Business School Executive Education's Senior Management Programme.

This intensive five-month programme is for large- or medium-sized organisations that are looking to up-skill their functional or technical managers and help them transition to leadership roles.

Cambridge Judge Business School is one of the world's top business schools, and the faculty who teach in its top-ranked MBA programme also teach this course. They are specialists in their fields and often consult global companies on real-world business challenges. Programme Director, Professor Kishore Sengupta is an expert on project management and knowledge management, and he regularly consults organisations in Silicon Valley.

Attending the Cambridge Senior Management Programme will enhance my knowledge and skills in general management topics such as **Strategy**, **Digital Innovation**, and **Organisational Transformation**. This programme will also strengthen my ability to motivate and lead by example, enabling me to generate higher levels of productivity from my team to further drive our business growth.

By attending this programme at Cambridge Judge Business School, I will:

- Get an in-depth understanding of the latest thought leadership on a wide range of management topics and learn to lead with greater confidence and inspire performance
- Build capabilities on digital innovation tools such as AI and Big Data to enhance customer experience and develop effective growth strategies
- Gain invaluable first-hand insights from industry leaders in Cambridge on the latest strategic thinking and innovation models being used worldwide
- Expand my decision-making capabilities to think faster and more creatively to assess and proactively address current disruptions and future opportunities in our industry

When I return from the programme, I'll share key takeaways with our team, including those we can implement immediately.

The programme begins in Month YYYY and the two modules are delivered online with the other two being held on the Cambridge campus in UK. Here's how much it will cost for me to attend:

- Airfare/Travel: | Hotel:
- Programme Fee: XX,XXX

TOTAL:

You can learn more about the programme [here](#) on Cambridge Judge Business School'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]