

Date [insert date]

Dear [insert your supervisor's name here],

I am requesting your approval to attend the [\*Chief Technology Officer \(CTO\) Program\*](#) offered through Wharton Executive Education.

Designed for technology professionals with at least 10 years of experience, this nine-month program provides essential skills that will prepare me to help drive technological change in our company. As part of the comprehensive curriculum, I'll explore how to manage technology disruption, the latest tech trends driving global growth, and ways to collaborate effectively with the C-suite.

The Wharton School at University of Pennsylvania, Philadelphia, is one of the world's top-ranked business schools. Its faculty are world-renowned experts and thought leaders who have extensive research experience in their fields and routinely consult with global organizations on real-world business challenges.

Attending the *CTO Program* will also introduce me to real-world business examples, enhance my leadership potential, and help me apply new insights that can drive our company's long-term business goals. The program includes 18 weeks each of core modules and electives that will address technology-related issues. My plan is to pursue the following key topics: **[insert elective 1]** and **[insert elective 2]**.

In addition, my attendance in the program will equip me to:

- Utilize strategic processes and frameworks to improve our company's technology deployment
- Build a technology architecture that allows innovation to thrive throughout our company
- Manage the risks of technology disruption so we can successfully invest in the future growth of the company
- Examine the technology, tools, and principles to effectively recognize and validate new opportunities
- Explore the concepts of blockchain and cryptocurrencies, artificial intelligence (AI), and more
- Exchange ideas and perspectives with distinguished global peers and esteemed faculty

The customized program starts in Month Year and includes a combination of online core modules and electives, a capstone project, and consultations with a success coach. The program concludes with a two-day networking and graduation event at the Wharton campus in Philadelphia. The cost to attend is:

- Program Fee: US\$XX, XXXX
- Early Registration Benefit (if registered before **[insert date]**): US\$**[insert amount]**):

**TOTAL: \$[insert amount]**

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]**