

Date [insert date]

Dear [insert your supervisor's name here],

I am writing to request your approval to attend the Wharton Executive Education *Global C-Suite Program*.

Designed for executives who are about to step into or have just stepped into a global leadership role, this immersive 9- to 12-month program provides essential skills that will help me consolidate my skills as I move into the C-suite and execute global strategies. I will explore how to manage complex global ecosystems and address our organization's short- and long-term business challenges.

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

Attending the *Global C-Suite Program* will provide me with practical experience, enhance my leadership potential, and help me apply new insights that can drive our company's business goals. In addition to 18 weeks of core modules, the experiential program also offers a choice of three electives for six weeks each that will address crucial C-suite challenges. My plan is to pursue the following key topics: **[insert elective 1], [insert elective 2], and [insert elective 3].**

In addition, by attending the program, I will be able to:

- Consolidate my functional, business, and communication skills to lead from the C-suite
- Plan and execute global strategy from a range of lenses including leadership, organizational culture, business challenges, and talent management
- Understand how to manage complex, multi-partner alliances and nurture strategic business ecosystems
- Develop new approaches for global team building, strategy execution, and implementation
- Recognize the drivers of corporate value and their tradeoffs: organic revenue growth, returns on capital, and long-term investing
- Identify the factors that help our organization gain and sustain competitive market advantage
- Focus on the demands of emerging markets and grasp new industry challenges

The program starts in Month 20XX and is fully online, including a two-day networking and graduation event on the Wharton campus in Philadelphia. The cost to attend is:

- Program fee: US\$XX,XXX
- Tuition assistance (if applied before Month XX, 2022): US\$X,XXX
- Travel costs: US\$X,XXX

TOTAL: US\$XX,XXX

You can learn more 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]