

<Your name here>

<your address>

<person's name>

<company/organisation name>

<company/organisation address>

<date>

Dear <manager/boss name>

I am writing this letter to ask for your support as I begin the Micro-credential in Leading Beyond Sustainability at The Mind Lab. This is an incredibly unique and powerful professional development opportunity and brings together people from across Aotearoa who are driven by purpose.

I have been interested in exploring and furthering my professional practice and skills as a leader. I am keen to progress and explore the possibilities of leading real, sustainable and impactful change at <company/organisation name>.

I have chosen this programme as the assessments are designed to be relevant to my context – the first is a case study on a sustainable business or organisation and the second is a project brief for an area where change is required. It reflects the dynamic, constantly-evolving environment that we work in, and I'd like a qualification that supports that. The learning is designed to be applied immediately in my context so I'll gain value from Day 1.

The course will provide me access to knowledge and skills to instigate and lead authentic collaborations and partnerships, and apply environmentally, socially, and financially sustainable practices for positive change. It is also embedded in kaupapa Māori and indigenous leadership models are a focus area.

While this is my own professional development, I believe that my enhanced insights and capabilities could go on to favourably impact my colleagues, department and <company/organisation> as a whole. Over the 8 weeks I will meet like-minded individuals on the Zoom sessions and learn from others across Aotearoa.

I am seeking your support in understanding that this is a sizeable undertaking in terms of personal and financial commitment – and to determine if <company/organisation name> is able to assist in the financial commitment. This would be an enormous help.

I would greatly appreciate the opportunity to discuss this with you further.

Thank you for your consideration, I look forward to hearing from you.

Warm regards,

<your name>