

## **Subject: Request for Support to Attend SMU Cox Executive Education Program**

Dear [Supervisor/HR Director/President Name],

I am writing to request your support in attending the [PROGRAM NAME] through SMU Cox Executive Education, scheduled for [MONTH/YEAR]. Specifically, I would like to inquire about any company support or program fee reimbursement options available for this opportunity. I believe that this program will greatly enhance my professional development and further enable me to contribute to our company's strategic goals. [Add specific example of how this program will help develop your skills].

[The SMU Cox School of Business](#) has been a leader in executive education for over 40 years, offering programs that are recognized worldwide for their industry relevance and the expertise of their faculty. By attending this program, I will further develop my leadership skills and knowledge, which will enhance my contributions to the team and the company.

These are a few reasons I've selected this program for my professional growth:

1. **Direct Application to Our Business Needs:** The curriculum is designed to address current business challenges, ensuring that I bring back actionable strategies and ideas that align with our company's objectives.
2. **Collaborative and Personalized Learning:** With small class sizes averaging 15-20 participants, I will have direct access to leading industry experts and peers from diverse sectors, fostering not only personalized learning but also collaboration and networking that will benefit our organization.
3. **Reputation and Credibility:** SMU Cox is highly respected, and the skills I gain from this program will directly contribute to enhancing our company's reputation as an industry leader.

By participating in this program, I am confident that I will be able to apply new strategies, enhance team performance, and drive innovation within our department. The investment in my education will translate into tangible returns for the company, making this a mutually beneficial opportunity.

The total cost of the [PROGRAM NAME] is \$XXX and I am happy to provide additional details as needed to explore company support or reimbursement. I welcome the opportunity to discuss this in more detail and explain more how this aligns with our company's development goals.

Thank you for considering this request. I look forward to your feedback.

Best regards,  
[Your Name]