



**EMAIL TEMPLATE: Ask your manager to send you through the Leadership United Program**

**Subject Line:** Requesting continued professional development and service opportunities through United Way

Hi **NAME**,

To continue my professional education, I am requesting approval to participate in the Leadership United program offered through United Way of Central Indiana. Leadership United is a comprehensive community leadership and board development program that takes place from September through May, and provides professionals the opportunity to learn how to plug into the community in a meaningful way. This elite program has existed for over 30 years to develop leaders and involve them in community problem-solving

Leadership United participants receive personal leadership development, learn about the community's most pressing issues and gain the skills to create change. It's also a great opportunity for our business to be represented with other top performing companies in Central Indiana.

**Reasons to participate**

- Support our organization's priorities in Corporate Social Responsibility and give back to the community and constituents we serve
- Continue my professional development and learn valuable new skills outside of my current role
- Network with other change-makers in Central Indiana
- End the program with experience serving on a nonprofit board, representing **[insert company name]** as a leader in supporting important community issues
- Bring learnings back to others on my team and in our organization

**Program Details**

**Dates:** September 2018-May 2019 (monthly sessions and retreats throughout the nine-month program)

**Cost:** \$1,600 total, payment required by September 2018

**Main focuses:**

- 1) Leadership development
- 2) Community issues (education, income, health, basic needs)
- 3) Board and Committee Education

Please consider this as an investment in my professional growth and as a great opportunity to network. For more information about Leadership United, visit [www.uwci.org/leadership-united](http://www.uwci.org/leadership-united).

Thank you for your consideration,

**Your Name**