Subject line:

Request to attend ADVISA Leadership Academy

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in the ADVISA Leadership Academy for my leadership development this year. This in-person program in Carmel, Indiana, includes six full-day sessions, personalized coaching, data-driven insights using EQ-i 2.0 and Predictive Index, and real-world application activities. It culminates in a strategic capstone that aligns personal growth with measurable leadership outcomes.

The cohort is scheduled for [DATES/TIMES] and costs $8,800. Notably, 98% of ADVISA participants report becoming more effective leaders. ADVISA’s expertise in cultivating thriving work cultures can also benefit our organization.

May I have approval to attend this training? Please let me know next steps.

Thank you,  
[NAME]