Sample Letter:

Dear [Top Supervisor]:

I intend to join the Aspire Ascend Executive Edge senior women’s leadership program and would like the company’s support by way of reimbursement for the annual fee \_\_\_\_\_\_\_.

This organization is a leading executive women’s community that offers an invaluable membership that provides: executive and career coaching, workshops and panels, and customized programming for females in the C-suite. Participation in this organization will help perfect my executive talents and communications style as well as provide the opportunity to share best practices with other industry executives. It also provides an opportunity to showcase our organization and how we promote women in leadership roles.

Attached you will find membership benefits and pricing. This entitles me to a one-year membership.

Please let me know if you have any questions.

Thank you,

[Your name]