

Dear [Manager's/HR Leader's name]:

The Executive Women's Forum on Information Security, Risk Management & Privacy (EWF) is the premier, mission-driven membership organization dedicated to engaging and advancing women leaders. As part of their mission to build strong leaders, they now offer a unique and innovative program called **Leading with Emotional Intelligence (EQ)**. Their inaugural class is taking place on December 2nd, 2025, for men and women leaders at all levels. EQ is a 4-hour interactive session, scheduled from 9:00 AM – 1:00 PM Eastern Time/3:00 PM – 7:00 PM Central European Time.

Why would I like to attend?

EQ is different from other leadership development programs because it explores how leaders can leverage emotional intelligence to lead with authenticity, engage teams, manage conflict, and navigate complex organizational dynamics.

During this training, I will learn:

- To lead teams or high-stress projects
- To collaborate cross-functionally
- To manage client or stakeholder relationships, particularly challenging relationships
- To navigate high-pressure or fast-changing environments
- To grow self-awareness, influence and effectiveness

I am writing to request financial reimbursement to complete the EWF's EQ program. I hope to continue to grow professionally and am confident that learning to build strong relationships, improve my leadership presence, and foster resiliency within a high-performing culture, will allow me to reach my goals. Currently, preparing men and women leaders for the highest-level positions is critical, and investing in this course would be a step in the right direction.

What's the investment? EQ is an interactive session that takes place for 4 hours. The program costs \$695 for companies that are not benefactors of the EWF and \$595 for companies that are.

Thank you for your consideration, and I hope to use this opportunity to grow professionally.

Sincerely,