

DATE

Manager/Decision Maker Name

Your Name

Company Address

City, State, Zip

Dear **[Manager/Decision Maker's Name]**,

I am interested in pursuing my Master of Business Administration online through the University of Louisville's (UofL) College of Business. Participating in this high-quality program will further develop my skills and knowledge in leadership, and make me a stronger contributor to the success of our business.

I have selected UofL's MBA program for the following reasons:

1. The courses are all 100% online, eliminating the need to take time away from work to complete.
2. As a nationally recognized, Tier 1 Research Institution, UofL is well-known for its excellence in academics, and the College of Business is one of the top schools in the nation.
3. The innovative electives will provide me with the opportunity to specialize my degree to better align with my goals within the company.
4. The program includes a 10-day international trip that will enrich my global business understanding.

I truly feel my participation in this program could greatly benefit the organization as well as my professional growth, and propel my career with **[company name]** forward. For that reason, I am reaching out today to ask for your support.

Tuition for this program is **\$32,000**. While full tuition reimbursement would be ideal and much appreciated, I would be grateful for the consideration of any alternative arrangements that **[company Name]** may propose.

I am happy to provide any additional information on the program that would aid in the decision making process. Thank you in advance for your consideration of my request. I look forward to the opportunity to discuss this with you.

Sincerely,

Employee Name

Title

Email

Phone