Subject: Request for Approval to Attend ISA Business Academy

Dear [Boss's Name],

I hope this letter finds you well. I am writing to request your approval for the upcoming ISA Business Academy, scheduled from September 11 to November 20, 2025. This virtual program offers an excellent opportunity for professional development.

The ISA Business Academy is a 10-week program based on an MBA curriculum, combining self-paced eLearning with facilitated discussions led by industry experts. The program requires approximately 2.5 hours of commitment per week, which I am confident I can manage alongside my regular work responsibilities without any disruption.

By participating in this program, I believe I can acquire valuable skills and knowledge that will directly contribute to [Company Name]'s growth and success. Some key areas where I expect to see immediate benefits include:

1. **Leadership Development**: I will learn management skills and systems to enhance my leadership effectiveness.
2. **Financial Acumen**: I will gain a deeper understanding of techniques for using financial ratios and statements to positively impact our bottom line.
3. **Industry Insights**: Interactive cohorts with fellow automation professionals, guided by industry experts, will offer live coaching and a dynamic social learning atmosphere to help refine my skills in the field.

The program fee is $995. Due to the virtual format, there are no additional expenses for travel or accommodation. Furthermore, ISA offers discounted rates for teams of three or more, which could be an opportunity for cost savings if other team members are interested in participating.

I am excited about the potential impact this program could have on my performance and contribution to (Company Name). I would be happy to provide any additional information you may need or to discuss this request further.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]