**Date [insert date]**

Dear [**insert your supervisor’s name here**],

I am requesting your approval to attend the UNLV Executive MBA Program. This 18-month lock-step program is designed for decision-makers, innovators, executives, and entrepreneurs that want to emphasize strategic thinking, problem identification, analysis, leadership, and collaboration in all business areas.

As a member of the Executive MBA cohort, I will have the unique opportunity to learn from award-winning faculty, accomplished business leaders, and several guest speakers from the Las Vegas business community.

The UNLV Executive MBA program will allow me to expand my business knowledge and provide me the tools I need to continue to succeed professionally.

By attending the Executive MBA program at UNLV, I will:

* Become a more strategic, informed, and effective leader
* Add advanced business skills to my toolbox
* Enhance my collaborative skills with meaningful work
* Add a global lens through which I view business

As I progress through the program, I’ll share key takeaways with our team, including those we can implement immediately, and I’ll develop an action plan for how we can make that happen.

 Here’s the support I will need from you for me to attend:

* Financial support of [INSERT AMOUNT HERE, IF APPLICABLE]
* Schedule flexibility so that I can attend classes every other Friday and Saturday from 8:30 AM - 5:30 PM
* Agreement for me to attend the Capstone 10-day International Seminar during the last week of the program

You can learn more about the program on the UNLV Executive MBA website [unlv.edu/emba](https://www.unlv.edu/emba).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

**[INSERT YOUR NAME HERE]**