**Corporate Support Request for**

**UC Berkeley’s Engineering Leadership Professional Program**

**Date [insert date]**

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

I am writing to request your approval to attend the UC Berkeley College of Engineering professional course [*Engineering Leadership Professional Program|Silicon Valley.*](https://scet.berkeley.edu/professional-programs/elpp-sv/)This program is designed specifically with engineers like me in mind, to build off my established skillset and broaden my leadership skills in multiple ways. The program would help me:

* Evaluate technical strategy.
* Improve operational innovation.
* Analyze and prioritize financial decisions.
* Improve my influence, negotiating capabilities and overall communications

UC Berkeley is one of the world’s top public universities and globally recognized as a hub of technical innovation. Its Sutardja Center for Entrepreneurship and Technology offers professional programs designed around a leading instructional methodology, elite faculty, distinguished tech industry pioneers and access to both Silicon Valley and UC Berkeley. Each program attracts professionals from leading innovative tech companies. I am very excited for the opportunity to broaden my business skills and to apply that knowledge both to current and future projects here at [**insert your organizations’s name here**].

Attending ELPP-SV, held in person in San Jose/Santa Clara on Wednesdays from 5:30pm – 8:30pm PST, January – June will allow me to take my own professional development to the next level and contribute more broadly to the company. The coursework is rigorous, and the learning experience offers a variety of instructional formats, including case study, interactive lectures and talks, simulations, and group project work to practice course fundamentals. In addition, if I attend the ELPP-SV with any colleagues, the second group project could be focused on identifying solutions for an issue connected to our business. This program will enable me to develop more sophisticated insights and weigh in more confidently on critical areas that I am involved in at work.

When I complete the program, I will review key takeaways with our team, including those we might decide to implement immediately, and I will develop an action plan for how we'll make that happen.

The cost for attending the program is [**INSERT FEE HERE. CHECK** [**https://scet.berkeley.edu/professional-programs/elpp-sv/**](https://scet.berkeley.edu/professional-programs/elpp-sv/) **FOR CURRENT PRICE.]**

You can learn more about the program [here](https://scet.berkeley.edu/professional-programs/elpp-sv/) on the UC Berkeley Sutardja Center website.

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

Sincerely,

**[INSERT YOUR NAME HERE]**