

Subject: Request for Funding to Attend YNPN Chicago Leadership Institute

Dear **[Supervisor's Name]**,

I hope you're doing well! I would like to request support to attend the [Leadership Institute](#) offered by the [Young Nonprofit Professionals Network of Chicago \(YNPN Chicago\)](#). YNPN Chicago is a volunteer-run nonprofit that serves over 1,000 local professionals annually through networking events and professional development programs. Their community also includes more than 6,000 weekly newsletter subscribers, demonstrating their wide-reaching impact.

The institute offers tiered tuition based on our organization's income, making it a cost-effective opportunity. For our organization, the cost would be **[insert tuition based on organizational budget]**. Through the program, I will develop essential skills for serving as an inclusive leader, as well as receive training on best practices in team management, project oversight, and organizational growth. In addition to the program's general outcomes, this opportunity aligns with my professional goals by **[explain how the specific skills and outcomes of the program support your personal career development, such as advancing leadership capabilities, enhancing communication strategies, or improving project management techniques]**. I am confident that the skills gained will enhance my contributions to our organization and further our mission.

Thank you for considering my request. I'm happy to provide more details or discuss further.

Best regards,
[Your Name]