**The letter below can serve as a formal request to gain approval to attend the ABA-Wharton Leadership Lab. It can also be referenced for talking points in a discussion with your manager about this professional development opportunity.**

Dear [Approver Name],

I would like to request your approval to attend the ABA-Wharton Leadership Lab, in partnership with the Wharton School. I believe the program will broaden my perspective on many issues we face across our bank’s functional areas and will prepare me to be a stronger leader for our bank and the greater community that we serve.

The ABA-Wharton Leadership Lab is a three-day program held on Wharton’s campus and taught solely by Wharton faculty, which then continues throughout a programmatic year with quarterly virtual sessions that reinforce key concepts learned on site. Leadership Lab is for rising and senior leaders, and aspiring C-suite leaders, across all bank functions. It will allow me to gain a broader perspective of our bank’s business.

* The curriculum touches upon important leadership topics including crisis/change management, cultural competencies and strategic planning.
* Participation is limited to encourage small group discussion and allow for more interaction with faculty.
* Leadership Lab will provide essential education to bridge the transition between emerging and C-Suite leadership within a bank. Participants will learn to elevate themselves beyond their role within the bank to better understand how it inter-relates with other areas of the bank.
* Graduates earn an ABA-Wharton Executive Leadership Certificate.
* Tuition for Leadership Lab is all-inclusive covering lodging at a 4-star hotel on Wharton’s campus, and most meals (does not include travel to Philadelphia). This is approximately a $1,500 value.
* A Wharton Executive Education program on your own could cost as much as $2,800 per day, but ABA’s partnership with Wharton allows us to bring you to Wharton for Leadership Lab for under $2,000 per day, inclusive of lodging and most meals (a $1,500 value\*). This represents a total savings of $2,400 for the full program!

I am confident that my completion of the ABA-Wharton Leadership Lab program is an important step in my personal professional development and for the succession planning at our bank. I hope you agree—and look forward to your decision.

Sincerely,