**The letter below can serve as a formal request to gain approval to attend ABA-Wharton Leadership Lab. Feel free to personalize it to fit your business case. 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 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 position me to be a stronger leader for our bank and the greater community that we serve.

ABA-Wharton Leadership Lab is a three-day program held on Wharton’s campus and taught solely by Wharton faculty. Leadership Lab is for rising and newly-tapped executives across all bank functions, who will gain an enterprise-wide view of a bank’s business. Its ROI makes it one of ABA’s most advanced executive education opportunities.

* The curriculum touches upon important leadership topics including crisis/change management, cultural competencies and strategic planning.
* Participation is limited to a small cohort to encourage small group discussion and allow for more interaction with faculty.
* Leadership Lab will provide essential education to bridge the transition between senior and C-suite leadership within a bank. Participants will learn to elevate themselves beyond their role within the bank to better understand how it interrelates 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). Teams of three or more will receive a discount of 10% off registration.
* Because of ABA’s partnership with the Wharton School, Leadership Lab creates access to Wharton’s executive education with thousands of dollars of savings. And, it provides a bank-specific lens across the concepts covered.

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 I look forward to your decision.

Sincerely,  
[Your Name]