

Request for Leadership Skills Advancement

Date: [Insert Date]

To: [Board Chairperson's Name]

From: [Your Name]

Position: [Your Position]

Organization: [Organization Name]

Dear [Board Chairperson's Name],

I hope this message finds you well. As a dedicated member of the board, I am committed to continually enhancing my leadership skills to better serve our organization and its mission.

In pursuit of this goal, I am requesting the opportunity to participate in [specific training program, workshop, or conference]. I believe that this experience will equip me with the necessary tools and insights to contribute more effectively to our board's initiatives.

The skills I aim to develop include [list specific skills relevant to the board's objectives]. I am confident that strengthening these competencies will not only benefit my personal growth but also enhance our board's effectiveness in achieving its strategic goals.

I appreciate your consideration of this request and am happy to discuss it further at your convenience. Thank you for your ongoing support of our professional development initiatives.

Sincerely,

[Your Name]

[Your Contact Information]