Dear <Insert Manager’s Name>:

I would like your approval to attend a professional development course on leadership with *Disney Institute*. It takes place March 26, 2020 at Lord Fairfax Community College in Middletown, VA.

The biggest difference between *Disney Institute* and other professional development companies is that they think differently. In my research, Disney won’t hand us a one-size-fits-all answer. They don’t tell us what to do. Instead, they’ll show us what works for Disney. So we can evaluate and then adapt and apply what’s appropriate for us to enhance our customer experience. How great would it be for me to learn from a global leader and be able to apply it to our company?

Here are a few other reasons why I can benefit from attending:

1. Disney’s approach to the customer experience is surpassed only by its mastery of storytelling.
2. Exclusive field experiences to their business operations, parks and resorts will allow me to see, firsthand, Disney’s best practices in action.
3. The courses are facilitated by—and I can actively engage with—seasoned Disney leaders from a variety of different departments.
4. The courses are small groups of professionals like me from a variety of industries so I can actively brainstorm and network.
5. Courses held at Disney destinations qualify for continuing educational units (CEUs).
6. I’ll get an understanding of what defines leadership by generations of leaders at Walt Disney Parks & Resorts, beginning with Walt Disney himself.
7. I’ll be able to provide insights into the importance of aligning values and vision within our team and organization.

The concepts covered in “Disney’s Approach to Leadership Excellence” include:

* Identify the personal and organizational values that drive you as a leader
* Create alignment between your personal values and vision and those of the business or team
* Share a compelling vision for the future that drives action today
* Understand the values-infused role of a leader in culture-building and team support
* Sustain your organization's values and vision during times of change
* Establish your own legacy as a leader

Here’s the approximate breakdown of costs for me to attend:

Airfare: $<Insert Amount>

Hotel: $< Insert Amount >

Course: $< Insert Amount >

**Total: $<Insert Total>**

Upon my return from Disney Institute, I will share key takeaways, including those that we can implement immediately to begin enhancing our own approach to leadership.

I’d appreciate your timely approval. If you have any questions about this course—[Disney’s Approach to Leadership Excellence](https://lfccworkforce.com/disney-institute/)—please let me know.

Thanks for your consideration!

Best regards,

<Insert Name>