# [Requesting Funding General Notes/Tips:

# Some potential individuals that you may ask funding from are: your principal investigator (PI), the head/chair/dean of your department, your institution/company diversity office, your institution/company professional development office, and many more. There may be various scenarios where you are able to find funding from your institution/company for your funds (described below).

# You may consider using an adapted version of the letter below to request the cost share funds

# You may consider using some of the language below to prepare yourself for a meeting where you will request cost share funds]

# [Date], 2024

# [Title.] First and Last Name

# Department

# Street Address

# City, State, Zip Code

# Dear [Title] Last Name:

I truly appreciate being part of the [Company Name] team. I’ve worked here for # years as a title. I enjoy [fill in some job roles/impact you make].

My goal is to continually expand my skill sets to make an even bigger impact here.

I am excited about a professional development opportunity that would sharpen my leadership skills: The[**2023 Linton-Poodry SACNAS Leadership Institute**](https://www.sacnas.org/leadership-programs)**.**

This leadership program provides **premier training for professionals in STEM careers to advance diversity, equity, and inclusion.**

After five intensive and experiential days of **training, mentoring, and a 360 assessment** where I will explore leadership development planning, leading change, emotional intelligence, and more, I’ll graduate into nationwide network of over 400 alumni across sectors: academia, industry, nonprofit, and government institutions.

This transformative training will help me better contribute to a stronger, more inclusive work environment where we can achieve more, together.

[SACNAS](https://www.sacnas.org/leadership-programs), the organization hosting the training, is dedicated to achieving true diversity in STEM, and hosts several nationwide conferences and training programs throughout the year. I have attended [list program / conference names and/or number of years] and [share positive experience/takeaway]. I know the same would be true of this leadership institute.

I’m writing to ask if [Institution/Company Name] would consider investing in my leadership development by covering the **$2,500 participant cost share**.

The requested cost share contributes to 25% of the total program cost, which will have lifelong career benefits.

The program itself will take place in-person at HHMI Headquarters in Chevy Chase, MD from June 10-14th, 2024.

If you have any other questions, I’m happy to set up a time to discuss the matter.

Thank you in advance for your consideration.

Sincerely,

First and Last Name

Title

Department