**Justification Letter for [Program Name]**

**[Date]**

Dear [Name],

I am writing to seek your support and approval to participate in the [Program Name] at Schulich ExecEd, Schulich School of Business.

Attending Schulich ExecEd is a valuable investment in professional development, as they offer practical skills and prestigious digital credentials, highly relevant in today’s digital world. Ranked #30 best in the world in the 2023 Financial Times Executive Education Rankings, Schulich ExecEd provides benefits such as access to world-class faculty, tailored learning experiences, extensive networking opportunities, practical knowledge application, and exposure to global perspectives.

The [Program Name] presents a valuable opportunity to further enhance my skills, knowledge, and competencies, which will ultimately benefit our company:

* Customize a list of 1-3 potential benefits to your company. If you would like assistance with customizing this section to fit your needs, please contact our expert advisory team at
<execedinfo@schulich.yorku.ca>

Upon completion, the program leaves participants with actionable plans to introduce and guidance on introducing them into the workplace immediately. Additionally, the program scheduling is accelerated, specifically designed for busy work schedules.

Here’s how much it will cost for me to attend:

* Travel: [Insert travel amount, if applicable]
* Program Fee: [Insert program price]
* Total: [Insert Total]

You can learn more about the program here [link to program page].

Thank you for considering my request. I am more than willing to discuss this further or provide additional information to address any concerns you may have.

Best regards,

**[Name]**