Hello [FABULOUS MANAGER],

This year has made us reexamine our processes and plans. To help contribute to the team and institution in a meaningful way, as well as help me strengthen the skills I need to make an impact, I’d love to take part in the CASE Academy.

This is a new program run by CASE, an organization with a stellar track record in developing advancement professionals to continue the transformative work at their institution. The program is a 9-month training, with a faculty member leading a plenary each month and work within my cohort as we discuss real-world challenges together. I will have access to faculty members that are the best in advancement at a variety of institutions.

Here is a quote from a faculty member:

*“There has never been a more urgent need for our profession to ensure that it is nurturing and developing leaders equipped to overcome the wave of global challenges and local threats to education. To be an Advancement professional means committing to sharing best practices and approaches in community, while investing in the success and development of colleagues. The CASE Academy is yet another opportunity for us to come together to continue advancing ourselves and our institutions.”*

* Gord Arbeau, Associate Vice President Advancement and External Affairs, Brock University

I think enrollment in the CASE Academy is a great opportunity for me to learn the best and most efficient practices that I can immediately begin implementing for our team. I’m particularly excited about [SPECIFIC COURSE] which I think will help us [APPLY TO YOUR WORK].

My participation will cost [AMOUNT], and it’s all online so there’s no cost for travel or hotel. It takes 9 months to complete with about 3-4 hours of discussion and course work per month. I will ensure my duties are covered while I’m participating, and will take detailed notes for our team.

Thanks in advance for considering my request. I’d love to chat more about this opportunity and answer any questions you might have!

Best,

[FUTURE ACADEMY PARTICIPANT]