Professional Development Funding Request

[Your Name], [Your Title]
[Department] [Date]

[Manager's Name], [Manager's Title]

Dear **[Manager's Name]**,

I am requesting professional development funding to participate in **AI Leadership Studio**, a year-long leadership program focused on how organizations evaluate, govern, and execute artificial intelligence initiatives.

This program is not technical training. It is a leadership and governance development program designed to strengthen judgment, risk management, and decision-making around AI. As AI becomes embedded in core business processes, the ability to assess proposals, identify exposure, and support leadership with informed recommendations is increasingly important. The program follows a full operating cycle covering:

- **AI readiness and use-case prioritization**
- **Defining success and kill criteria before projects begin**
- **Legal, compliance, and risk management**
- **AI policy, bias, and oversight**
- **Vendor and build-vs-buy evaluation**
- **Workforce impact, adoption, and roadmap planning**

Each session produces practical tools such as maturity assessments, risk checklists, policy drafts, prioritization frameworks, vendor scorecards, and annual AI roadmaps that can be applied directly within the organization. Participation will improve my ability to:

- evaluate AI proposals and vendor claims
- identify financial, legal, and operational risk
- communicate AI implications clearly to leadership
- support responsible, cost-effective AI adoption

The **annual investment is $3,250**, which aligns with professional development and leadership training budgets and is comparable to executive-level programs in AI strategy and governance.

I am requesting reimbursement or professional development funding for this program because it directly supports organizational risk management, technology oversight, and leadership readiness for AI.

Sincerely,
[Your Name]