Dear [Manager Name],

I am writing to request your approval to attend the Talent Accelerator Programme for BioBusiness.

TAP BioBusiness is an intensive 7-month training and mentoring programme designed to accelerate the development of the next generation of leaders in Life Sciences & Health. As we discussed in my last performance review, I have the ambition to keep on growing within our company and I believe the course could be a great springboard for my career.

The next edition will start in December 2021 and will consist of four thematic modules of two days each. As a participant I can benefit from mentoring by seasoned BioBusiness executives with successful track records such as Martine van Vugt (Genmab), Onno van de Stolpe (Galapagos) and Michel de Baar (MSD). I really look forward to this aspect of the course and undoubtedly would benefit from getting insights on leadership and career progression from these experts.

Another added-value of the programme is the opportunity to build a valuable and strong network of other young BioBusiness professionals from the Netherlands and Belgium. They will be a great asset in the next years to bounce ideas with, share successes and struggles and hopefully learn from their experiences how to become a better leader myself.

The tuition fee for the entire eight months of TAP BioBusiness training & mentoring programme is €6.150 early bird fee and €6.850 regular fee. This includes personal intake, course materials, catering during the modules, access to the programme of all modules and assignment of a personal sparring mentor.
I would also need your approval for the time outside of the office required to attend the different modules.
I understand giving your approval is a significant decision to make but I believe that the company will benefit from my enhanced knowledge and skills and my commitment to becoming a top leader at [company name]. I hope you will agree.

To learn more about TAP BioBusiness: <https://www.hyphenprojects.nl/tap>

 [Your standard close]