Dear [Manager Name],

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

TAP BioBusiness is an 10-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 November 2022 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. 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 ambitious 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 ten months of TAP BioBusiness training & mentoring programme is €5,950 early bird fee and € 6,950 regular fee (excl. VAT). [include mention on start-up/non-profit discount of €1.000 if applicable] This includes personal intake, course materials, catering during the modules, access to the programme of all modules and assignment of an experienced 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: [www.hyphenprojects.nl/tap](http://www.hyphenprojects.nl/tap)

 [Your standard close]