

September 1, 2023

Bossperson Name

Big Company

123 Success Street

Leadertown, USA

Dear Bossperson,

I'm looking forward to 2024 at Big Company and I'm excited to share a proposal for my professional development next year.

The ICology Mentorship Program is a structured program for professionals who work in internal communications and have 5-10 years of experience. Applications close on October 31 and the nine-month program starts in January 2024.

I'd like your support to apply and I'd like for Big Company to invest \$999 USD in my professional development. I'm confident this program will elevate my confidence and propel me into a new mindset. It aligns perfectly with our <pick one: vision/mission/value> to INSERT LOFTY COMPANY GOAL HERE.

I'll be paired with a thought leader in our industry and throughout the program I'll have exclusive access to them every month, along with my peers who are keen to share best practices and learn from each other. In order to graduate from the program, I have to prepare for and host monthly meetings with my mentor, complete two extra-curricular activities, meet with other mentees, and complete monthly reflections and growth worksheets.

I'll have the opportunity to attend the mentorship summit at the conclusion of the program, where I'll share a 10-minute presentation about my growth and development over the last nine months. This event will be held in-person at a location we determine as a group. I would be happy to share my presentation with our team afterwards.

I've included more information about ICology and the program and look forward to discussing this with you soon. I'll follow up with you by next Friday so I have time to prepare my application.

Thank you in advance!

Your Name

Position

Phone / Email