Hi **[Name of Boss]**,

I hope your day’s going well. Since we’ve discussed ways I can strengthen my managerial skills and continue growing professionally, I’ve been researching professional development programs. I wanted to let you know I recently came across an intriguing event that aligns with many of my goals and interests: The Boardroom Experience by Hustle Career Consulting.

This professional development event stood out to me because of **[explain why the program interests you]**. I believe it would help me **[explain one or more specific benefits for your company and/or team]**. I’d also enjoy learning more about [reference program specifics] and think this would be a great way to do so.

Does **[Name of Company]** provide funding for professional development opportunities like this? I wasn’t sure but wanted to ask before I move forward. If it’s possible to be reimbursed for the program, I’d love to discuss.

Here are some of the program specifics:

* Date: Friday, October 15th
* Time: 8 AM - 12 PM
* Location: Mint Museum Uptown
* Cost: $129
* Link with more information: <https://www.hustlecareerco.com/boardroom>

Are you available to discuss more sometime in the next week? Let me know what works for you. Thank you!

Best,

**[Your Name]**