

Email Option 1:

Hi [Supervisor Name],

I'm writing to request [Company/Organization Name]'s support for my participation in [ProjectLEAD](#), a leadership development program offered by United Way Emerald Coast.

ProjectLEAD is a six-session program designed to strengthen practical leadership skills that can be applied both in the workplace and through community service. The curriculum includes strategic planning, financial oversight, communications, fundraising, board governance, community impact, and other skills that are valuable for professionals in a variety of leadership roles.

The program also specifically prepares participants to serve effectively on non-profit and public-sector boards and committees, an area of professional and community development that is particularly meaningful to me.

[Personalize: I currently serve on/with _____, and I believe ProjectLEAD would help me bring greater knowledge, confidence, and value to that role.]

OR

[Personalize: I hope to become more involved in our community through non-profit board or committee service in the future. ProjectLEAD would give me a stronger foundation to pursue those opportunities and serve responsibly and effectively when the right opportunity arises.]

In addition to the curriculum, ProjectLEAD provides an opportunity to build relationships with professionals and community leaders from across Okaloosa and Walton counties. I believe those connections, along with a deeper understanding of our local non-profit and public sectors, can also benefit [Company/Organization Name] and strengthen our community involvement.

Tuition for the full program is \$500, and I would appreciate [Company/Organization Name] considering this expense as an investment in my professional and leadership development.

I will also ensure that my participation does not interfere with my work responsibilities. ProjectLEAD meets once a month from January through June, with most sessions held from 3:45–6:00 p.m. I will plan accordingly to ensure my responsibilities and commitments remain covered.

I believe ProjectLEAD offers a strong return on a relatively modest investment: an opportunity to strengthen skills I can apply in my current role, expand my professional network, and become better equipped to represent [Company/Organization Name] through meaningful community leadership and service.

Thank you for considering my request. I would be happy to provide additional information about ProjectLEAD, including the full program schedule and curriculum.

Email Option 2:

Hi [Supervisor Name],

I recently learned about United Way Emerald Coast's [ProjectLEAD](#), and I'd love the opportunity to participate with [Company/Organization Name]'s support.

ProjectLEAD is a six-session leadership development program designed to help local professionals become stronger leaders both at work and in the community. The program covers practical topics like strategic planning, financial oversight, communications, fundraising, board governance, and community impact — skills I can apply in my current role while also preparing me to serve more effectively in the community.

One of the things that especially interests me about ProjectLEAD is its focus on non-profit board and committee service.

[Personalize: I currently serve with _____, and I'd love to strengthen the skills and knowledge I bring to that role.]

OR

[Personalize: I've been looking for ways to become more involved in our community and hope to serve on a non-profit board or committee in the future. ProjectLEAD would help prepare me to step into that kind of leadership role with a better understanding of what effective board service really requires.]

There's also a great networking component. I'll have the chance to learn alongside other professionals and community leaders from across Okaloosa and Walton counties, building relationships that could benefit me professionally and create new connections for [Company/Organization Name].

Tuition for the full program is **\$500**, and I'd like to ask if [Company/Organization Name] would consider covering that cost as a professional development investment.

I'll also make sure my participation does not interfere with my work responsibilities. ProjectLEAD meets just once a month from January through June, with most sessions scheduled from 3:45–6:00 p.m. I'll plan accordingly to ensure my work and responsibilities remain covered.

For \$500, I see this as an opportunity to grow my leadership skills, expand my network, and become better prepared to represent our organization through meaningful community involvement — a pretty great win-win for both of us.

I'd really appreciate your consideration and am happy to share more information about the program and schedule.

Thank you!