Dear <Manager>:

I am interested in attending the UNM ULead Leadership Development Program, offered by UNM Employee and Organizational Development.

This program is free to all UNM employees as part of our UNM benefits. I believe attending ULead will help me not only improve my leadership skills, but it will give me the tools to become a more effective in my communications, manage conflict successfully, enhance my productivity, and lead a team with confidence.

Because leadership is a skill for any role, not just supervisors and managers, ULead encourages employees seeking professional development to attend, no matter job level or function. For this reason, I believe I would be an excellent candidate for the program.

Additionally, the ULead program will allow me the opportunity to network with other University colleagues in my cohort and to gain valuable knowledge and skills that I can bring back to my department.

ULead is an intensive 7-week program, meeting once per week on Thursdays from 10 am to noon, and 1 p.m. to 3 p.m. Because of this time commitment, I can only be successful with your support and approval of attendance.

If you need additional information about the program, including schedule details, visit the [ULead website](https://hr.unm.edu/ulead), or contact Kate Williams, EOD ULead coordinator, at kwill07@unm.edu .

I believe you will see this as a worthwhile investment in my professional development and I appreciate your consideration.

Sincerely,

<Your name>