**Sample Letter:**

**Dear [manager name]:**

**I intend to join the Aspire Ascend Executive Edge senior women’s leadership program and would like the company’s support by way of reimbursement for the annual fee at the Ascend Executive Edge VIP level.**

**This organization is the leading executive women’s community**

**that offers an invaluable membership that provides: executive and career coaching, workshops and panels, and customized programming for females in the C-suite. Participation in this organization will help perfect my executive talents and communications style as well as provide the opportunity to share best practices with other industry executives. It also provides an opportunity to showcase our organization and how we promote women in leadership roles.**

**Attached you will find membership benefits and pricing for the \_\_\_\_\_\_\_\_(fill in proper amount). This entitles me to a one-year membership.**

**Please let me know if you have any questions.**

**Thank you,**

**[Your name]**