[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Manager's Department]

[Manager's Company]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your support and endorsement for my participation in the [Healthcare Businesswomen’s Association](https://hbanet.org/) (HBA) [Global Ambassador Program](https://hbanet.org/membership/corporate-partnerships/ambassador-program), an initiative aimed at fostering leadership development and gender equity within our organization.

As a proud partner of the HBA, [Company Name] has the opportunity to engage in this immersive leadership training program designed for emerging leaders like myself. The HBA Global Ambassador Program serves as a premier corporate resource, offering a platform for leadership immersion and addressing gaps in professional development opportunities. By participating, I aim to further enhance my leadership skills and contribute to the advancement of our organization's diversity, equity, and inclusion (DE&I) goals. Through this program, I see an opportunity to align my personal development goals with the strategic priorities of our organization, thereby driving positive impacts and benefits across the board.

As a part of the Ambassador Program, I will need to select 2-3 career goals, and assess myself across HBA’s Leadership Capabilities, and hone to focus on honing to get there. I would like to integrate these into my individual development plan, and would be happy to discuss them with you personally.

Career Goals:

[Insert Career Goal 1]

[Insert Career Goal 2]

HBA Leadership Competencies:

[Insert Leadership Competency 1]

[Insert Leadership Competency 2]

By focusing on these goals and competencies, I aim to position myself for greater success and readiness for the next step in my career trajectory. Additionally, my participation in the Ambassador Program will provide me with significant cross-functional exposure, visibility, and confidence-boosting autonomy, contributing to my overall growth and development.

Participation in the program requires me to become [or maintain] an HBA membership so I am able to access and maximize utilization of all the HBA's global resources. I am also prepared to invest the necessary time and effort to engage in the program activities, including monthly meetings, discussions, and presentations during my workday. [There is no fee to participate in this program, however I may require a small budget to purchase my HBA membership and/or participate in HBA events and offerings to enhance my program experience].

I truly believe that my involvement in the Ambassador Program will not only benefit my personal and professional growth but also contribute to the broader objectives of our organization. I am excited about the prospect of being part of something innovative and transformative, and I am grateful for your support in this endeavor.

Thank you for considering my request. I look forward to discussing this further and am available to provide any additional information you may require.

Warm regards,

[Your Name]