Dear *[supervisor’s name]*:

To ensure that *[institution’s name]* continues to be on the cutting-edge of the best teaching, learning, and leadership practices, and to help prepare for my current and/or next leadership position, I would like to attend a Chair Academy program, in *[Location, and date]*

The Academy has served college and university leaders since 1991. They have provided leaders with the essential skills and tools that can be used in improving our organization from student success to organizational development.

The Academy program facilitators are leaders and practitioners within post-secondary education. They are experienced trainers who understand the needs of emerging leaders and the challenges organizations in this age of rapid change.

The Academy goals are to:

* Facilitate a journey of discovery and development, one that invites participants to get to know themselves, find their voice, and develop confidence as change agents in their lives and organizations.
* Develop proficiency in selecting, integrating, and applying appropriate concepts from social and behavioral science and adult education.
* Provide a systems approach to transformational leadership that is dedicated to long-term, positive change.
* Focus on leadership at all levels within an organization, creating a dialogue that leads to discovery, new knowledge, innovation, inclusion, and insight.

The Academy training is built upon a foundation of leadership research, theory, competencies, and best practices. Training occurs over time, developing leaders with measured outcomes. Leaders are mentored and coached during their Academy year and provided with ongoing personal and online conversations, keeping leaders connected to each other and the Academy.

My participation in this Academy will:

* Equip me with new skills and strategies.
* Provide an opportunity for me to network with other educators globally.
* Return me to campus reinvigorated and ready to share my new knowledge with colleagues.

Registration costs are *[see costs listed on program webpage]*

Please support my continued professional leadership development with your support in registering and attending the Academy’s Foundation Program.

Visit www.chairacademy.com/academy/about.html to learn more about this leader development opportunity.

Sincerely,

*[Your name]*