**Template Letter**

Dear NAME:

I am writing this letter to request help in attending a program that I believe will help our entire organization thrive.

With the future of our healthcare payment system is flux, there is a tremendous demand for programs, models, and healthcare providers that do more than simply treat disease. To truly capitalize on the movement towards prevention and the creation of a culture of health and well-being, we need leaders who not only understand the immense value of conventional medicine but are fully versed in the promise of health and well-being and who can create collaborative environments. I want to be that leader.

The Leadership Program in Health and Well-Being at Duke University provides training designed to develop participants’ skills to bring about organizational change through the creation of win-win situations. Their model of Integrative Leadership is grounded in a mindful approach. I would like to apply to this Leadership Program to develop my ability to inspire action and create a culture that fully realizes all the many benefits of an Integrative approach to care.

The application for enrollment is now available. If I’m accepted, my cohort would begin in September and run through the following September. This program offers self-paced online coursework that ensures this opportunity will not interfere with my other responsibilities. During two weekend-long in-person Immersions I will receive personal leadership training and one-on-one mentoring by some of the top leaders in business, healthcare, and well-being.

After six months of online learning, I will be paired with a faculty mentor from Duke’s Fuqua School of Business to create a business project for <<YOUR ORGANIZATION>> that will address an area we both agree will be beneficial to our organization.

The cost of the program is $15,000. There is some financial assistance available but I will need to fund part of the cost. I am requesting your consideration and investment so that I might attend.

I have attached the course brochure with testimonials from graduates to help demonstrate the real power in this program. Thank you for considering my request. If I am able to pursue this opportunity, I believe you and I, our organization, and our team, will benefit greatly.

Sincerely,

<<YOUR NAME>>