Hello {Manager Name},

I would like to request that {company name} support my professional development by enabling me to serve as the {position title} for the {Chapter Name} Chapter of the Association for Talent Development (ATD).

ATD is the world’s largest association dedicated to supporting the work I do and the broader talent development profession, and the {Chapter Name} Chapter supports professionals in our local community. ATD provides the most trusted content and research relevant to the field and opportunities for professionals like me to learn about the latest research, tools, technology, and best practices that are being applied around the world. In tandem, the {Chapter Name} Chapter delivers targeted programming in our area, develops connections between local organizations and individuals, and provides regional career and business development opportunities.

As the {position title} for the {Chapter Name} Chapter, I am responsible for {list responsibilities here}. Although my responsibilities as a chapter leader are not directly related to those for my position at {company name}, serving in this role will allow me to further hone my talents as a strategic thinker and leader and help me become even more effective in my job. To fulfill the responsibilities associated with this position, I anticipate that I will need to spend {X} hours per week working on chapter-related projects. Board members are also required to attend monthly chapter programs and board meetings. With these points in mind, I am requesting that {company name} grant me the flexibility to dedicate {X} hours per week to these tasks, which will support my success in this role.

In exchange for any support that {company name} provides, I will use the knowledge and skills I develop in this role to elevate my contributions as a {job title}. Additionally, serving as a volunteer makes me eligible to receive the chapter leader rate for ATD Professional Plus membership, which represents a cost savings of $220 (that I can pass on to the organization).

By empowering me to serve as a chapter leader, you are investing in my development and helping me add even more value to the work I do here.

I hope you will consider my request and grant me the flexibility I need to serve in this leadership position. Thank you for your time.

Sincerely,

{Your Name}