

Date [insert date]

Dear [insert your supervisor's name here],

I would like to request your approval to attend Cambridge Judge Business School (CJBS) Executive Education's **Chief Technology Officer Programme**.

This intensive programme is for large or medium-sized organisations that are looking to upskill their technology professionals in senior management roles in preparation for a company-wide leadership position.

CJBS is one of the world's top business schools. It is situated in the heart of the Cambridge cluster, the most successful technology entrepreneurship cluster in Europe. The faculty are involved in pioneering interdisciplinary research to solve real-world business challenges and they often advise companies and governments. Consequently, the School has an excellent track record of bringing about better organisational performance.

Attending the Chief Technology Officer Programme will provide me with a broad foundation in technology leadership, along with specialised knowledge in select areas of innovation and technology. I will be able to contribute contemporary strategic vision to the business and steer investment in innovation, so our company remains competitive and grows. The programme will also help me create a culture of innovation and generate high productivity from our teams to further boost business outcomes.

By attending this programme, I will:

- Develop capabilities to evaluate technology trends, incorporate innovation into technology strategy and translate it into practical operating initiatives
- Learn how to lead with data and apply it to transform the business
- Take ownership of our innovation portfolio, develop and lead new products and formulate new business models
- Expand my focus outward to manage tech intelligence, innovation flow across organisations and relationships with external parties, including regulators and ecosystems
- Gain the latest valuable insights from industry thought leaders and technology experts and turn them into action
- Improve my interpersonal and team-building skills to become an inspiring leader

When I return from the programme, I'll share key takeaways with the team, including those we can implement immediately.

The programme begins in <Month> <Year> and the learning sessions will be held online. The programme fee is GBP X, XXX, but with an application received by <Date>, there will be a discount of GBP X, XXX bringing the fees down to GBP X, XXX.

You can find out more about the programme [here](#).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best regards,

[INSERT YOUR NAME HERE]