**Date [insert date]**

Dear [**insert your supervisor’s name here**],

I would like your approval to attend UQ Business School’s Executive Education course, Advanced Presentation Skills.

This one-day professional development short course is designed to teach the core business and leadership skill of presenting.

UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Their teaching staff are among the best in Australia and have worked with top-tier national and international firms such as the Asia Development Bank, BHP Billiton, Procter and Gamble, CSIRO, Coca-Cola, Thiess and HSBC.

Attending this professional development short course will allow me to strengthen my business acumen, confidence and skills.

By attending this program at UQ Business School, I will:

* Develop my self-confidence when it comes to delivering presentations and answering questions
* Improve my ability to deliver effective, persuasive presentations by learning how to structure presentations, engage the audience and use voice variation and project techniques
* Gain the skills to develop engaging PowerPoints and adjust presentations for different audiences and purposes.

After I complete the program, I’ll share key takeaways with our team, including those we can implement immediately, and I’ll develop an action plan for how we'll make that happen.

The course is taught at the UQ Brisbane City location and the next course is being held on **[INSERT DATE HERE**].

Here’s how much it will cost for me to attend:

* Airfare/Travel: **[INSERT AMOUNT HERE, IF REQUIRED**]
* Hotel: Included in the program fee **[DELETE THIS LINE IF LIVE VIRTUAL PROGRAM]**
* Course Fee: **$925**
* TOTAL: **[ADD UP TOTAL AND INSERT HERE]**

You can learn more about the program [here](https://business.uq.edu.au/course/advanced-presentation-skills) on the UQ Business School Executive Education website.

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]**