

Hi [Name]

I would like to submit a request for professional development through the Massachusetts Institute of Technology's Supply Chain Management Executive Education - Driving Strategic Advantage. This on-campus short course program in SCM offers training that I believe is directly relevant and beneficial to what we're trying to accomplish here at [company].

Program summary:

The program takes place over four days and provides both strategic and tactical training in supply chain management and logistics. Using a mix of simulations, case studies, and interactive class sessions, the course would provide me with a deeper understanding of some of the newest research and learning in the field. The course is taught by MIT instructors and covers subjects ranging from logistics and people management to advanced technologies like blockchain and machine learning. The course is attended by participants from around the world and would be an excellent opportunity to bring visibility to our work.

Dates, location, and cost:

The course is conducted in Cambridge, USA from Tuesday 14 January through Friday 12 January 2020. The tuition to attend is US\$4995.00

I believe that with this course learning I could be a better asset to our work. Thank you for considering my education request,

[Name]