**Justification Letter for *RMA Executive Education Program***

Date [insert date]

Dear [**insert supervisor name here**],

I would like your approval to attend an Executive Education Course course called the *RMA Executive Education Course*. This program runs insert dates, with time in between the sessions to examine a new area of risk in our bank. It will help me turn risk management into a strategic competitive strength for our company. I’m excited for the opportunity to learn from them so that I can come back and apply that knowledge to current and future projects in our organization.

Going to insert specific program name will allow me to step back and focus on the big picture of how I can develop my skills and become better in my role, as well as the new strategies we can start applying now to elevate our entire business.

Specifically, here’s what I will achieve by attending this program at Wharton:

* The latest thinking around risk, including macroeconomic drivers
* Tools for modeling risk analysis, critical thinking, and risk scenario planning
* Apply my knowledge to current issues facing our organization through risk evaluations

I've broken down approximately how much it will cost for me to attend:

* Airfare/Travel: [INSERT AMOUNT HERE]
* Hotel: Included in the program price
* Program Registration: [INSERT FEE HERE. CHECK [PROGRAM PAGE](https://executiveeducation.wharton.upenn.edu/for-individuals/all-programs/rma-wharton-advanced-risk-management-program/) FOR CURRENT PRICE.]
* TOTAL: [ADD UP TOTAL AND INSERT HERE]

You can also learn more about the program here <https://www.rmahq.org/executiveeducation>.

Thanks for taking the time to review this request. I look forward to speaking with you about this in more detail.

Best regards,

[INSERT YOUR NAME HERE]