[DATE]

Dear [Supervisor]:

I am very excited about the potential opportunity to apply for and participate in the Association for Commuter Transportation’s ImpACT! Leadership program in 2024.

The ImpACT! Leadership program recognizes and invests in high-potential professionals that have a passion for their work in TDM and want to grow as leaders in the industry. ***I believe this is me!*** The program provides selected candidates with a unique opportunity to strengthen their leadership skills, build a network of peers, and connect with opportunities to advance within the industry and within the ACT.

As someone with a passion for TDM and a desire to constantly improve my professional skills, my knowledge of TDM, and someone who is always looking for ways to connect with peers around the country, I believe the ImpACT! Leadership program is perfect for me.

In addition, by sending me, you will invest not only in me, but in [NAME OF ORGANIZATION] and the work that we do.

**Here is a description of the program:**

The ImpACT! Leadership program is a 10-month program that starts in December 2023, and concludes in September 2024, with an in-person seminar taking place February 4-6, 2024, in Anaheim, CA.

ImpACT! Leadership features a three-day, in-person seminar that provides participants with the opportunity to fully immerse themselves in a professional development learning environment. ImpACT! Leadership participants have in-depth facilitated discussion on effective leadership and management strategies, reflect on personal work experience, and collaborate in group team building activities.

Leadership trainers in the past have provided ImpACT! Leadership participants with information and discussion on topics including emotional intelligence, leadership fundamentals, effective communication, conflict management, and other related topics.

In addition, time is spent on important TDM industry topics including the history of TDM, as well as an in-depth look at leadership opportunities within ACT.

**Here are the program fees and commitments:**

The $2,250 tuition fee for the ImpACT! Leadership program includes the following:

* Three nights of accommodation at the Anaheim Marriott, Anaheim, CA
* Three breakfasts and three lunches
* One reception with ACT’s Board of Directors
* Training materials onsite in Anaheim
* A unique team building exercise
* Monthly check-ins, discussions, and webinars

If I am accepted, I will commit to the following:

* + Attend a 3-night/3-day seminar, February 4-6, 2024, in Anaheim, CA
	+ Attend the ACT International Conference in Denver, CO, August 4-7, 2024
	+ Attend monthly virtual meetings and trainings
	+ Actively participate in a group project providing support to ACT and virtually presenting it to ACT Membership on September 10, 2024
	+ Complete periodic feedback surveys, before, during, and after the program

Additional benefits include:

* $200 discount for 2024 ACT International Conference in Denver, CO
* $100 discount for 2024 TDM Forum (location TBD)
* Complimentary registration for one (1) Conference Workshop at the International Conference
* Access to the ImpACT! Leadership Community on *Connect*
* Leadership networking and learning opportunities throughout the year

In short, I will receive a great number of benefits and opportunities throughout the 10-month program.

As I go through the program, and especially upon my return from the seminar in Anaheim, I will share my experiences and takeaways with you and my colleagues.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]