**Letter of request template for support of young professional’s participation in ChangemakerZ Program**

Date

Dear (Name of Supervisor),

Thank you for the opportunity to be a valued team member and contribute to the important mission here at (employer name). During my (months or years of employment at company) I have learned much and look forward to seeking ways in which I can help the company thrive as I grow professionally and personally. A local program that supports these efforts for STEM young professionals has recently come to my attention. I’d like to share information about the opportunity with you as I have interest in participating, if possible.

Title of program is a 12-month, cohort-based, incentivized professional development experience where young professionals in STEM can find their people, their place, and live their purpose in the beautiful and thriving Roanoke-Blacksburg region. Launch your career through support and connections with industry leaders and peers while gaining cutting edge skills.

Incentives for young professional participants, 0-5 years from having completed their university degree, include:

* $5,000 for participants completing the program
* professional development in AI and technology topics relevant to one’s unique work
* registration for both a national AI conference and a young professional conference
* collaborative workspace for those working remotely
* networking and relationship forming to build one’s career
* being a valued member of a community with peers while learning about the vast resources the Roanoke-Blacksburg has to offer

The June 2024-May 2025 program is limited to 20 participants in the cohort. Applications will be reviewed on a rolling basis until the deadline date of April 15, 2024. Preference is given to candidates in technology or biotechnology who are living and working within the GO Virginia Region 2 area. Candidates need to be able to travel an average of one day per week to Roanoke or Blacksburg areas to participate in program activities. Most of these activities will occur at the end of and/or following weekday business hours, with potential for infrequent weekday luncheon and weekend experiences.

I’d welcome and appreciate the opportunity to speak further about my interest in this program as I seek to grow my career here with company name. More detailed program information, application, and nominal program fees can be found on Roanoke-Blacksburg Technology’s website: \_\_\_\_. Thank you for your consideration.

Gratefully,

Name