

<b>Sponsorship Request Letter to Employer</b>
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To: Your Supervisor  
From: Your Name  
Date: Today  
Subject: Leadership New York Participation

Dear \_\_\_\_\_,

I am writing to advise you that I have been nominated to apply to the Coro New York Leadership Center's Leadership New York program.

Leadership New York Program (LNY) is a civic leadership program for experienced professionals from diverse backgrounds, sectors and perspectives. The program is designed to cultivate the skilled leadership needed to impact change in organizations and institutions across New York City.

Coro accepts a cohort of approximately 55 individuals each year to participate in LNY. Participants join a valuable network of over 2000 LNY alumni who are impacting the City as Commissioners, Executive Directors and CEOs, community activists, journalists, business and social entrepreneurs.

The purpose of this letter is two-fold. I would like to request your support in my participation in the next class of Leadership New York. As a part-time participant, I will need your approval for tuition sponsorship of \$5000 and time out of the office. In addition, I would like you to write a letter of recommendation to support my candidacy.

I have attached a few documents to provide an overview of Leadership New York. You can also find information on Coro's website [www.coronewyork.org](http://www.coronewyork.org). Please review the information and let me know if you would like to discuss further. Thank you for your assistance in this matter.

Sincerely,

Attachments  
LNY Brochure  
LNY 23 FAQ  
Program Calendar