

Dear [Insert Name]:

[Insert Your Name] has been selected to attend Kappa Kappa Gamma’s Leadership Academy at the Heartland Conference Retreat Center in Marengo, Ohio, from [Insert Date of Event].

Leadership Academy is a one-of-a-kind, intergenerational experience that takes attendees’ leadership skills to the next level. As a participant, [Insert Your Name] will have the opportunity to enhance their skills and the confidence to tackle leadership positions and challenges.

Attendance is limited to 225 alumnae and collegiate members from across the United States and Canada. It’s an honor to be selected to participate in this valuable experience.

We realize that missing work can be challenging for both the employer and the employee, but we hope that you will find the skills obtained through Leadership Academy will further enhance the job performance of [Insert Your Name]. Many employers spend thousands of dollars to send an employee to a workshop such as this. It’s with this understanding and confidence in the value of Leadership Academy that we respectfully ask you to consider allowing [Insert Your Name] to attend as a professional development experience.

If there are any questions or concerns, please feel free to contact the Education and Training Department at Kappa Kappa Gamma Headquarters at 614-228-6515.

Sincerely,

Marla Williams

Director of Education and Training

Kappa Kappa Gamma Fraternity