**Justification Letter for Rotman’s Inclusion by Design**

[insert date]

Dear [insert supervisor name here],

As part of my professional development I would like your approval to attend a Rotman School of Management executive education course called **Inclusion by Design**. This three-day applied program will provide me with the frameworks and training I need to develop and excel in my current role, including behavioural design, inclusive initiative design, and data and analytics, which we can immediately apply here at [your organization’s name or department].

Rotman Executive Programs is ranked #1 in Canada for open-enrolment programs by the Financial Times, and their faculty have a wealth of industry experience to ensure that what I learn is practical and relevant to our business challenges.

Some of the features of Inclusion by Design are:

* real data on which practices work and which don't
* Simulations
* detailed debriefs
* and hands-on exercises designing new initiatives.

After completing the program, I will share what I’ve learned with the rest of the team and build a plan for implementing the new ideas I’ve generated while in class.

I’ve broken out the costs for you to review:

* **Hotel**: [Insert amount here]   
  Rotman provides a discounted rate for local hotels which is available after I have been accepted into the program. This number will decrease.
* **Airfare and travel**: [insert amount here]
* **Program fee including HST**: [insert amount here]

The total is [add up your above numbers]. If you’d like more information about the program, they have a page at [**rotmanexecutive.com/inclusion**](http://www.rotmanexecutive.com/inclusion).

Thank you for continuing to support me in my career at [Company name].

[your name here]