*Subject:* University of Southern California – **Organization Design Workshop** – REQUEST TO ATTEND

[Managers name],

I am writing to request approval to attend the Strategic Organization Design Workshop*,* offered by USC Marshall School of Business’ Center for Effective Organization (CEO)

* Dates: April 9-12, 2024
* Location: University of Southern California, Los Angeles, CA
* Non-Sponsor Company Cost: $6,195
* Sponsor Company Cost: $4,975

Note: If you are not sure if you are with a Sponsor organization, please contact Vivian Jimenez at vivianji@marshall.usc.edu to check your sponsorship status.

For over 40 years, CEO has been a leader in the field of organization design and change. This course is taught by globally recognized experts who blend the theory of organization design with practical application. This workshop stood out to me because [EXPLAIN WHY IT INTERESTS YOU]. Past participants have noted the following benefits:

* Tools and frameworks that can be immediately applied
* Insights from case examples and best practices
* Learning from experts in the field
* Networking across industries and organizations
* Focused time to develop/expand personal expertise in org design

More details on the workshop can be found here: https://ceo.usc.edu/event/strategic-organization-design/

Thank you for considering this request.

Regards,