Template to request your employer to pay for your participation in the Women in Manufacturing Network’s Mentoring Program as a mentee

**Subject:** Request for Support to Participate in Mentoring Program

Dear [Manager's Name],

I hope this message finds you well. I’m writing to express my interest in participating in Geelong Manufacturing Council’s Women in Manufacturing Network’s Mentoring Program as a mentee. This is a highly regarded program designed to support, promote and encourage women working in traditionally male-dominated roles, that achieves positive outcomes for participants, increases retention, a sense of organisational belonging and improves performance.

The program aligns closely with my role and career development goals, particularly [eg to build my communication and leadership skills]. I believe it will also contribute to our team's success by [specific benefit to the company, e.g., "enhancing my ability to lead initiatives" or "bringing fresh insights to our processes"].

The cost of the program is $500 incl GST and I would like to request your support for funding my participation. I am confident the investment will provide significant value to both my professional growth and our organisation.

If you’d like, I can provide further details about the program or how it relates to my role.

Thank you for considering this request. I appreciate your support and guidance in my career development.

Kind regards,  
[Your Name]  
[Your Job Title]