**TO**:
**FROM**:
**SUBJECT**: Professional Development ROI; **GBTA Global Leadership Professional® (GLP) Certificate and Designation Program**

In advancing my own professional competencies, I position myself to make an impact and contribute to the achievement of our company’s goals. The [**Global Leadership Professional® (GLP) Program and it’s highly regarded Designation Program**](https://www.gbta.org/GLP_Program/Pages/GLPDesignation.aspx), is an advanced professional development opportunity designed specifically for business travel professionals.

Those who have earned the GLP Certificate and Designation have gone on to earn recognition as leaders and innovators for both themselves and their organizations in the business travel industry. Obtaining the GLP distinguishes our employees in the industry and advances our skill set impacting our ability to drive corporate strategy and achieve corporate objectives.

As a GLP Certificate of Professional Development holder, I will demonstrate and apply my knowledge and understanding of key competencies of business including management, marketing, leadership and finance to streamline [ORGANIZATION]’s processes and to implement strategies that further the goals of our organization.

Through the GLP Certificate and Designation program, I plan to accomplish the following:

1. *Enter Goal 1*
2. *Enter Goal 2*
3. *Enter Goal 3*

I have calculated an approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Registration | $ |
| Accommodations estimate | $ |
| Flight estimate | $ |
| Additional Costs | $ |
| **Total** | $ |

I understand this is a significant investment, but it will yield significant returns for our team. This program marks the pinnacle of achievement for business travel professionals. Throughout the program I will provide summary reports and share trending information observed.

Thank you for your consideration.

Sincerely,
Your Name Here