# EMAIL TEMPLATE

**Subject:** Requesting Funds for Participation in Bridgespan’s Strengthening the Executive Team Program

Dear [FUNDER],

Here at [ORG NAME], we’ve been thinking about the role of our executive team, and how we can work best together to have the greatest impact in our communities. This is particularly important as we think about how to best manage our time, make decisions, and prioritize the right work we should be focusing on. We came across a program that will allow us to make an intentional investment in our executive team’s performance and **we are writing to request $5,500 in funding to support our executive team’s participation in this program**.

The program, run by The Bridgespan Group, is [Strengthening the Executive Team](https://bridgespan.org/bridgespan/Images/services/leadership-accelerator/FAQs/Strengthening-the-Executive-Team-Overview-and-FAQ.pdf), a self-paced online program which helps executive teams focus on the right work, have better meetings, and work more effectively to achieve their goals. I think this program would be incredibly valuable for our executive team because [\_\_\_\_\_\_\_\_\_\_\_]. The program will allow us to spend dedicated time over the next several months thinking about how we can optimize the time we spend together.

At the end of the program, our team will walk away with a **Team Playbook** that codifies:

* The work we’ll do: The set of topics that distinctively require the full executive team’s collaboration and effort.
* How we’ll make decisions: The guidelines and processes that impact how we make high-quality, timely, and well-informed decisions.
* How and when we’ll meet: The meeting strategy and practices that we use to ensure that our meetings are productive and intentional.
* How we interact together: The behaviors we demonstrate to build and maintain a healthy team dynamic.

Full program details can be found [in this PDF](https://bridgespan.org/bridgespan/Images/services/leadership-accelerator/FAQs/Strengthening-the-Executive-Team-Overview-and-FAQ.pdf), but a few really interesting features of the program are:

* 1:1 coaching support from experienced Bridgespan consultants
* Access to practical tools and resources developed by Bridgespan
* A guided process to allow executive teams to dig into important questions about executive team performance, decision making, team composition, and team dynamics.
* Opportunity to join a cohort of other nonprofit executives

We know that this is an investment of time and money, but we strongly believe that the return on this investment will be worth it. Participating in the Strengthening the Executive Team program will help our team become more focused on the highest-priority work for our organization, more effective and efficient in our meetings and decision making processes, and ultimately more aligned as a team.

The next session begins in \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ ¬¬. Please let us know if you are able to support us by \_\_\_/\_\_\_/\_\_\_. Thank you for your consideration and we appreciate your support!

Best Regards,

[NONPROFIT LEADER]