Date

Dear

I would like your approval to attend Action, Chinese Canadians Together (ACCT) Foundation’s 6.5 day Aspire to Act Civic Leadership Training. I would like to attend this program because it brings Chinese Canadians together to connect, collaborate, and find solutions to help with their leadership journey.

Specifically designed for diverse leaders of Chinese Canadian descent, the program will address issues of biases, identity, and inclusion as we work to build a more inclusive Canada. Attendees will hear firsthand from special guests who are leaders from different sectors and learn about their journey.

By attending, I will:

* Gain valuable knowledge about implicit and explicit racial bias that have impacted the way Chinese Canadians have view themselves,
* Have the tools I need to build my personal leadership action plan,
* Learn more about cultural identity and how that can become a leadership asset.

Here are the details:

**Event name:** ACCT Aspire to Act Civic Leadership Training

**Date:** November 19 (6-8:30 p.m. MT); Nov 20, 21, 27, 28, December 4 and 5 (9-4 p.m. MT)

**Location**: Zoom conference

**Registration fee:** $150. Participants with a minimum of 80% attendance will receive a $50 refund at the end of the program.

A certificate of completion will be issued at the end of the program.

I believe attending this training program will help build my leadership skills and allow me to become a more inclusive leader.

Kind regards,