

Dear _____,

As part of my ongoing professional development, I have identified an exciting opportunity to enhance my leadership and process improvement skills through the **Lean Six Sigma Master Black Belt course** offered by Villanova University. This course is specifically designed for experienced professionals who have already completed Black Belt training and are looking to take their expertise to the next level by driving enterprise-wide process improvements.

The Master Black Belt course plays a strategic role in managing the entire Lean Six Sigma portfolio within an organization, mentoring Black Belts and overseeing multiple projects to ensure they align with corporate goals. This advanced course will refine my skills in advanced statistical tools, hypothesis testing and inferential statistics, equipping me to serve as the statistical expert resource for our organization. It will also provide me with the techniques to transition into a leadership role where I can guide the development of a sustainable Lean Six Sigma culture.

Throughout this course, I will learn how to:

- Oversee the Lean Six Sigma project portfolio, ensuring alignment with long-term organizational goals and business transformation.
- Lead and mentor Black Belts, helping them successfully execute Lean Six Sigma projects.
- Collaborate with senior management to integrate Lean Six Sigma methodologies into systems, policies and processes.
- Master Design for Six Sigma (DFSS), Design of Experiments (DOE), statistical process control (SPC) and process capability to drive data-driven decision-making.
- Lead process improvement initiatives across departments, embedding Lean Six Sigma principles throughout the organization.

Investment: I am requesting _____'s financial support for the tuition of this program, which is _____ weeks long and costs \$_____. The fully online and flexible format will allow me to continue my professional development while maintaining my current responsibilities.

Return on Investment: Upon completing the course, Villanova University will issue a course completion certificate along with a digital micro-credential that will acknowledge my expertise and practical experience with Lean Six Sigma principles. This credential will enhance my ability to lead process improvement projects that align with our organization's goals and drive sustainable growth.

I appreciate your consideration of my request and look forward to discussing how this course will contribute to both my professional development and the continued success of our organization.

Thank you for your consideration.

Sincerely,
