

Dear Employer,

I hope you will take a few minutes to review this letter requesting your support in sending your employee to an upcoming training program offered by the Boy Scouts of America. This program will share knowledge and build skills which will help your employee perform better as a volunteer in the community and as a leader in your company.

This 5-day training program, known as Wood Badge, is used internationally by the Scouting movement to train the next generation of Scouting leaders. On the accompanying documents, you can find a list of the competencies taught on the course and the publications from which the lessons and material have been drawn. No doubt you will recognize these same topics from many of the top-level, corporate training programs available in the USA today.

As the director for this upcoming training, I am asking that you support your employee in arranging the time-off needed to participate. The course is a 2-weekend experience, with one weekend being Fri-Sun (May 17<sup>th</sup> -- 19, 2024) and the other being Sat-Sun (June 8<sup>th</sup> & 9<sup>th</sup>). Additionally, I would encourage you to consider paying to some degree, or ideally in-full, for the course, which we are able to offer for just \$300 (if registered by March 15, 2024) compared to the \$2500-\$4000 price-tag elsewhere.

If you ensure that your employee has the time to participate in this course, I will ensure that he/she will have the opportunity to learn all the skills described below in a professional and supportive environment. I know the positive effect this training has had on me personally and have seen it in many other Scouting leaders as well. I am sure you will see it, too, in your employee upon his/her/their completion of the 5-day classroom phase of the program.

If you have any questions, please reach out to me. Thank you for your time and anticipated support of your employee.

Sincerely,

Chaudhry T. Manzoor  
2024 Course Director  
Cradle of Liberty Council BSA  
[CManzoor@Gmail.com](mailto:CManzoor@Gmail.com)  
+1-484-744-3643