< date >

Dear **< supervisor's name >**,

I hope to represent **< organization/college/university/venue/site >** for the Art-Reach Cohort 2024-2025 for leading and emerging accessibility professionals. The cohort takes place over nine months online, via monthly zoom classes with access to resources, materials, and additional asynchronous learning.

Although some professional development activities remain in quick and digestible formats, I am convinced of the necessity to participate in a yearlong cohesive and collaborative professional network that centers disability educators and facilitators. As you are aware, facilitating accessibility for disabled audiences demands attention for our organization to remain relevant and connected to our community/partners.

Despite the fact that the Americans with Disabilities Act has clear standards and guidelines for places of public accommodation, the essence of our efforts lies in planning, inter-department collaboration, fundraising, and organizational buy in to accessibility. In this domain, the wisdom of experienced professionals is irreplaceable, and it is through the Art-Reach Cohort that I can build relationships with a community of seasoned experts and peers, to bring that valuable knowledge back to our organization, as well as cultivate relationships with experts I can reach out to in the future.

I plan to fully engage in each monthly class, but the [Insert specific class of Interest} will help propel our organization further into welcoming disabled audiences and enhancing programs, practices, policies, and procedures.

 All sessions are designed to address current issues in creating accessible experiences for people with disabilities and most will offer solutions and information informed by emerging best practices that directly apply to our changing cultural landscape. Here are some examples:

- **< class one >**
- **< class two >**
- **< class three >**

I am requesting approval for the Cohort registration fee of $1200. This registration includes full access to each monthly class, an accessibility workbook, office hours with the program team, enrollment in a virtual summit in February 2024 and online resources and tools. Each Cohort participant will also join a network of professions connected with a common goal of making arts and cultural spaces inclusive and accessible.

Here is the cost breakdown:

- Cohort Registration (On or before August 15, 2024): **$1200**

I would be happy to submit a post-cohort report that will include an executive summary, major takeaways, and recommendations I think will help us in the short and long term. I hope we can meet in the next few weeks to review my attendance and ensure your expectations are met? Thank you in advance for considering this request.

Sincerely,

< your signature here>

< full name>
< title>
< organization>