

Dear _____,

In my role at _____, I'm committed to building skills that directly strengthen our team's effectiveness and our organization's outcomes. As part of that commitment, I'm requesting support to enroll in **Villanova University's Artificial Intelligence Foundations** course.

This six-week course builds practical AI literacy for the workplace. It covers core concepts such as machine learning, neural networks, large language models (LLMs), and generative AI, with an emphasis on how AI systems are trained, where limitations and risks arise, and how to evaluate outputs responsibly. The course also includes applied, job-relevant assignments using tools we already use or can readily access, such as Microsoft Power Automate and Copilot, with weekly live sessions grounded in real-world workplace scenarios.

Investment: I am requesting _____'s financial support for my tuition for this program. The **Artificial Intelligence Foundations** course is 6 weeks long and costs \$_____. The 100% online format allows me to complete the course while maintaining my current responsibilities.

Return on Investment:

Completing this course will equip me to deliver measurable value by applying AI concepts and automation tools to improve efficiency across our team and organization. Specifically, I will be able to:

- **Identify high-impact automation opportunities** in routine workflows and translate them into practical solutions using automations.
- **Increase operational efficiency** by reducing manual steps, cycle time and rework, while improving consistency in process execution and communication.
- **Strengthen decision quality and reliability** by applying critical evaluation techniques to AI outputs, helping ensure AI-supported work is accurate, explainable and appropriate for business use.
- **Reduce risk and support responsible adoption** by understanding limitations, bias considerations, data quality dependencies and AI ethics factors that influence outcomes.
- **Contribute to AI readiness and adoption conversations** with the vocabulary and conceptual grounding needed to support thoughtful implementation and governance across teams.

Thank you for considering this request. I'm confident this course will strengthen our team's ability to work more efficiently, implement practical automation and engage with AI responsibly in ways that support organizational performance.

Sincerely,