

[Date]

Dear Level Up Team,

This letter confirms that [Leader's Name] has our full support to participate in Level UP: A Group Coaching Program for BIPOC Leaders.

We understand that this program includes coaching sessions, a one-day retreat, and other leadership activities from January 2026 to May 2026. We support [Leader's Name] in making time for all required sessions and see this as an important professional development opportunity.

We are excited for [Leader's Name] to bring back insights and tools that will benefit both their leadership and our organization.

Sincerely,

[Name]

[Title]

[Organization Name]