**Justification Letter for Rotman’s Put AI to Work: Managing with Machines**

[insert date]

Dear [insert supervisor name here],

As part of my professional development I would like your approval to attend a Rotman School of Management executive education course called **Put AI to Work: Managing with Machines**. This 2-day program will provide me with the frameworks and training I need to develop and excel in my current role, including data analytics, artificial intelligence, and machine learning, which we can immediately apply here at [your organization’s name or department].

Rotman Executive Programs is ranked #1 in Canada for open-enrolment programs by the Financial Times, and their faculty have a wealth of industry experience to ensure that what I learn is practical and relevant to our business challenges.

Some of the takeaways of Put AI to Work: Managing with Machines are:

* Learning what machine learning can do for our business
* The future of AI and how humans fit in
* Business Design and Machine Learning
* AI in the landscape of Big Data

After completing the program, I will share what I’ve learned with the rest of the team and build a plan for implementing the new ideas I’ve generated while in class.

I’ve broken out the costs for you to review:

* **Hotel**: [Insert amount here]   
  Rotman provides a discounted rate for local hotels which is available after I have been accepted into the program. This number will decrease.
* **Airfare and travel**: [insert amount here]
* **Program fee including HST**: [insert amount here]

The total is [add up your above numbers]. If you’d like more information about the program, they have a page at [www.rotmanexecutive.com/AI.](http://www.rotmanexecutive.com/AI)

Thank you for continuing to support me in my career at [Company name].

[your name here]