Hello (NAME),

As you may know, I am a member of the 2021 Supervisor Development Program cohort. I am writing to request your support as a Sponsor of my capstone for this program.

As a member of the cohort, we must complete a continuous process improvement capstone. The capstone involves:

1. Identifying a process within our sphere of influence by November 10, 2021;
2. Confirming process sponsor(s) and stakeholder(s) who may be involved in the improvement by November 10, 2021;
3. Working with our sponsor(s) and stakeholder(s) to implement and track the improvement outcomes between January 2022 – May 2022; and,
4. Reporting out our findings to our Sponsor(s) in a Lightning Talk in June 2022

As the Sponsor of my continuous process improvement, I am looking for you to champion my change by vocalizing your support of my efforts to improve my service delivery. We are told our process improvements strictly involve NO new money, NO new staff, and NO new technology. I also have an assigned continuous improvement coach who can help me along the way.

My specific process improvement capstone focuses on (NAME YOUR PROCESS IMPROVEMENT). I believe this is important to solve now because (STATE YOUR WHY).

Are you willing to sponsor my continuous process improvement capstone? If you’d like to discuss more, could I set up 30 minutes for us to discuss in the near future?

Thank you for your time and consideration.

Best,

NAME