**Your Organization Letterhead**
Date

Dear Approver’s Name,

I am writing to request your support for [my/our] participation in the American Organization for Nursing Leadership (AONL) **Transition to Practice (TTP) Program**. To provide clarity on the value of this program and its direct impact on our organization, I have outlined the request in SBAR format below.

**Situation**

Our organization, like many across the country, faces challenges with nurse manager (NM) and staff nurse retention, which directly affect patient outcomes and financial stability. Early-career nurse leaders often transition into management roles without structured preparation, leading to higher turnover and inconsistent team performance.

**Background**

The AONL TTP Program is a nationally recognized, evidence-based initiative that supports nurses in their first leadership role. The program equips participants with practical leadership tools, peer support, and access to a professional network. Nationally, organizations that have participated in the program report measurable improvements in retention and engagement.

**Assessment**

Our organization’s investment in the TTP Program can yield significant outcomes:

* **9% reduction in nurse manager turnover** among participants, saving recruitment and training costs.
* **3% reduction in staff nurse turnover** in units led by TTP graduates, improving stability and continuity of care.
* Enhanced leadership confidence and competency in areas such as communication, team management, and problem-solving.
* Strengthened pipeline of leaders prepared for long-term succession planning.

By reducing turnover, the program provides an estimated cost savings of [insert $ figure based on your organization’s turnover cost per nurse]. Beyond financial benefits, stronger leadership improves team morale, patient care quality, and organizational culture.

**Recommendation**

I recommend that [I/our team of X nurse leaders] participate in the upcoming TTP Program cohort. The investment in enrollment fees and protected time for participation is justified by:

* Tangible cost savings from reduced turnover.
* Alignment with our strategic goals of workforce development, retention, and leadership succession.
* Access to structured leadership development without the overhead of building a new internal program.

I am confident that participation in the TTP Program will bring measurable value to our organization through both immediate retention improvements and long-term leadership growth.

Thank you for considering this request. I look forward to discussing next steps and am happy to provide further details about program costs, timelines, and expected outcomes.

Sincerely,
Your Name, Credentials
Title