

## Sponsor Support Request

### Source

This email is based on ACMP® Standard for Change Management© - First Edition  
§5.2.2 Develop the Sponsorship Strategy

The content in this document should be modified to fit your specific situation.

### Purpose

Request meeting with a Sponsor to agree on the Change Management Strategy and help to implement the Change Management Plan.

### Responsibility

Change Management Lead

### Participants

Sponsor and Change Management Lead

### Notes

§3.14 Sponsor - The individual or group in the organization accountable for the realization of the benefits of a change.

§5.1.5 Identify Sponsors Accountable for the Change has been completed.

### Legal Acknowledgement

jTask acknowledges the Association for Change Management Professionals® (ACMP®) Standard for Change Management©, hereinafter referred to as “the ACMP Standard”, as being the basis for developing this email template

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### Overview

1. Email Sponsor requesting a meeting to review his or her role and the help you need with the change initiative.
2. Schedule Sponsor Change Management Training Sessions.

## Steps

### 1. **Email Sponsor requesting a meeting to review his or her role and the help you need with the change initiative.**

Subject: Change Management Initiative

Dear [Sponsor],

Please, can we meet to discuss the Change Management Strategy and the help we need to support the planned change initiative [If your initiative is a named brand, include the name here.]

You are critical to change initiative success because:

- Stakeholders want to learn about the change and the reasons for the change from you.
- The importance stakeholders place on a change effort may be determined by the importance that you demonstrate.
- You build support for the change at all levels of the organization.
- You can support identifying and mitigating risks associated with resistance to the change.
- You provide the resources and budget, set expectations, and hold organizations and individuals accountable during the change.
- You break down barriers and remove obstacles that restrict change implementation.
- You provide consistent high-level messaging during the change program.

Please let me know your availability, so we can set up a time to talk.

Yours truly,

[Change Management Lead]

### 2. **Schedule Sponsor Change Management Meeting.**

**jTask, Inc.**  
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