

Instructions for editing this request letter

Remember: This is a template. Please edit it to reflect your own voice.

To edit:

- You may copy and paste this document in Microsoft Word or another Google Doc.
- You may go to the top left corner, click “File” then “Make a Copy” and save the copy in the location of your choosing
- You may go to the top left corner, click “File” then “Download” and select “Microsoft Word” or “Plain text”

Subject: Approval request for professional development

Hi [Insert name of your executive or supervisor],

As you know, I’m eager to support your continued success, and am always looking for the best way to add more value and make a bigger impact. It’s for these reasons that I’m reaching out to request funds to pay for *The Leveled-Up Assistant* 16 week group training and coaching program.

I’ve identified several ways in which The Leveled-Up Assistant will help me grow and show up more strategically for you and [Insert company/organization here].

My participation in Leveled-Up will afford me the opportunity to:

- **Discover how to better align with your priorities & strategically partner with you.**
- **Leverage industry-leading group coaching.**
- **Collaborate with other high-performing professionals.**

Leveled-Up will help me stay relevant and up to speed on best practices. I’m excited to optimize my effectiveness and show up at a higher level for you and [Insert company/organization here].

The full price cost of the program is \$1600 and registration closes on Friday, September 12. If I enroll by September 2, I will receive \$300 off which brings the price down to \$1300.

I hope you see the value of my participation in Leveled-Up. Your support in this endeavor would mean a great deal to me.

Looking forward to your positive response.

Sincerely,

[YOUR NAME HERE]