

Hi <manager name>,

I'd like to use my allocated professional development budget to purchase the following resource: <resource name> provided by <provider name>.

By leveraging this resource, I will learn the following:

- <learning objective 1>
- <learning objective 2>
- <learning objective 3>

These learnings will help our company in the following ways:

- <company benefit 1>
- <company benefit 2>
- <company benefit 3>

The price of this resource is <resource price>. I've mitigated risk in the following ways:

- <mitigation 1>
- <mitigation 2>
- <mitigation 3>

I plan on taking <how much time> off from work to leverage this resource.

By leveraging this resource, I can provide our company and our customers with outsized positive ROI. Let me know any other information you need from me to approve this purchase.

Thanks,
<my name>