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Subject: Course Expense

Hi [Manager's Name],

I've found an online cohort-based training program called Nervous System Mastery, and I'm writing to request your approval for partial or full reimbursement.

Based on the content and reviews I've seen, I believe I'll be able to bring back some actionable techniques for self-regulation & stress management that I can apply to our efforts to improve [add leadership, collaboration, personal development, or other current goals here].

Here's what's included:

- 1x live cohort in 2025 (March 10th — April 11th) – where I'll work alongside nervous system specialist Jonny Miller to learn tools for self-regulation & emotional resilience.
- 3+ hours of pre-recorded material & resources – where I'll explore the sources of reactivity using research-backed protocols that also improve blood chemistry & nervous system wellbeing.
- 6x interactive live sessions – where I'll be practicing the evidence-backed protocols and applying them in a group setting.
- Private Learning Community – with over 1000 other professionals, coaches, and practitioners looking to improve their emotional intelligence and cultivate resilience.

You can view the entire curriculum, testimonials, and other details [here](#).

This is an interactive online course that I can take from anywhere. Which means it won't require time off, airfare, or lodging expenses.

The total cost, everything included, is **\$1400**. An ongoing annual payment is not required. There are also team discounts available.

Thank you for considering this request. I'd be happy to submit any required documentation to demonstrate my participation or provide any further information needed.

Regards,

[Insert your name]

Less Formal Alternative

Hey {manager},

There's a great course called Nervous System Mastery running in the Spring that I'd love to enroll in.

It's a live, online course with other professionals + leaders where learn tools for embodied self-awareness & emotional resilience.

A few highlights:

- **3+ hours of pre-recorded material & resources** – where I'll explore the sources of reactivity using research-backed protocols that improve blood chemistry & nervous system wellbeing.
- **6x interactive live sessions** – where I'll be practicing the evidence-backed protocols and applying them in a group setting.
- **Private Learning Community** – with over 200 other professionals, coaches and practitioners who are also looking to improve their emotional intelligence and cultivate resilience.

After I take the course, I'm happy to summarize and present my learnings to the team. I'll be able to apply a lot of what I learn immediately.

The reviews are great & it has some solid testimonials too. It costs \$1400. If you like, you can review more course details here: nsmastery.com

Would you approve a full or partial reimbursement?

{yourname}

P.S. should we invite other members of our team and take it together?