

Hello!

Please use the following message to request reimbursement for the [Cycles of Friendship course](#) from your manager. You can copy the following message and replace the sections in bold.

Cheers,  
Jordan

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [Cycles of Friendship](#) course created by the [Silicon Valley Investors Club](#). This course focuses on how to build healthy and rewarding friendships which is important for our organization's employee wellness goals and [according to research](#) it improve employee productivity.

The online course is an hour long and covers the following topics:

- How to improve your friendships by reflecting on what we are looking for in a friendship, exploring different communication styles, learning how to set boundaries
- How to understand and navigate the three main levels of friendship (acquaintanceship, casual friendship, and close friendship), and much more!
- How to re-think your biases and discover a diverse range of potential friends
- How to avoid romanticizing the idea of friendship and take proactive measures
- How to build (or rebuild) friendships when you've gone through a major life change
- How to understand and navigate the three main levels of friendship
- How to set boundaries and work through rough patches with friends

The course is taught by [Jordan Thibodeau](#) and Joe Ternasky. Over the span of two decades, both instructors have worked in high profile roles for a number of major Fortune 500 tech companies in Silicon Valley, such as Google, Facebook, Microsoft, Apple, Slack, Splunk, Adobe, and Wealthfront.

The course costs \$39.99 and once I complete the course I will receive a course certificate that I

can share with you to verify I have completed the course.

Please let me know if you think this course is eligible for reimbursement and if you would like me to share information about this course with our team.

Sincerely,  
**{Your Name}**