

Hi [Insert first name],

I've found an online course on case management called [Foundations of Case Management](#) and I'm writing to request your approval to make the purchase.

Based on the content and reviews I've seen, I believe I'll be able to bring back some actionable techniques that I can apply to our [organization unit, department, etc.] to improve [add, organizational learning, innovation, or other current goals here].

Here's what's included:

The Foundations of Case Management self-paced course includes...

- 11 Units with over 15 hours of succinct, polished instructional videos teaching the foundations of case management
- Assignments to reinforce my learning and ensure I fully understand the concepts being taught
- Dedicated expert instructors who review my assignments, provide feedback, and answer any questions I have
- 19.5 hours of Nursing CE Credits

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

I think participating in this course would especially help me:

- [add outcome or objective]
- [add outcome or objective]
- [add outcome or objective]

This is an 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 \$ _____. An ongoing annual payment is not required.

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.