Hi **[Insert first name],**

I've found an online course on productivity and planning called *More Time Everyday*, and I'm writing to request your approval to enroll in the course.

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 my efforts to improve **[add productivity or other current goal here].**

You can view the course curriculum, components, testimonials, and other details here.

In addition to 8 live workshops, I'll also get to:

   • Learn from a select group of fellow participants in a private community area, who have also dedicated themselves to improving how they manage their workflow

   • Gain practical knowledge on new productivity methods, software tools, organizing strategies, and new ways of systemizing workflows

   • Attend office hours with the Instructor and a Coach to ask questions and learn from my peers

I think participating in this course would especially help me on these projects:

– **[add project or initiative]**

– **[add project or initiative]**

– **[add project or initiative]**

This is an online course that I can do at my own pace, and on my own time. Which means it won't require time off, airfare, or lodging expenses. The total cost, everything included, is only $750.

I'll be sure to submit a post-course report or write a blog post that will include an executive summary, major takeaways, and the most useful techniques from the course.

Thank you for considering this request. I'm happy to talk with you if you'd like any further information.

Regards,

[Insert your name]