

Subject: Course expense

Hey {manager},

There's a great course called {coursename} that I'd love to enroll in. It's a live, online course with other {role}.

A few highlights:

- Direct access to the expert instructor teaching the course

- Latest thinking and strategies in the space

- Collaborative hands-on working sessions to test new tactics and ideas

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 and it has some solid testimonials too. It costs {\$price}. If you like, you can review more course details here: {courselink}

Would you approve a full or partial reimbursement?

{yourname}

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