

Subject: Reimbursement Request for Leadership Development Program

Hi [\[Manager / HR Manager / Recipient's Name\]](#),

I'd appreciate your approval for reimbursement for a top rated leadership development program - [Salley Sessions](#). The program focuses on essential leadership and soft skills—like effective conflict resolution, team management, and communication—along with other rising managers and leaders from various top companies. Past participants have rated these sessions at 4.7/5.

It costs \$4995 for full access for an entire year, which fits nicely into our company's [\[\\$amount\]](#) annual stipend for learning and professional development.

By enhancing my leadership growth, I'll be able to implement best practices that drive our team performance, improve my decision-making, and contribute to our goals. This will have measurable returns for our team and organization as a whole.

Thank you for considering this request. I'd be happy to discuss how this aligns with our near and long term company's objectives.

Thanks,

[\[Your Name\]](#)

[\[Your Position\]](#)