Subject: Request for Professional Development Opportunity: Stop Using Spreadsheets Program

Dear [Manager's Name],

I hope this message finds you well. I'm reaching out to discuss an exciting professional development opportunity that I believe will enhance my contributions to our team and align with our organization's goals for operational efficiency.

I'd like to register for the **Stop Using Spreadsheets - Start Building Business Systems** program. This training focuses on mastering a step-by-step process to transition from spreadsheet-reliant workflows to robust, scalable systems. I'm confident this will help me improve our operations, streamline processes, and support strategic decision-making.

Here's a brief overview of the program:

- **Modules:** Six digital transformation training modules focused on system design, integration, and implementation.
- **Cost:** $1,000 (includes group coaching) or $500 (self-paced independent study).
- **Preferred Option:** Group coaching, as I find the added accountability and expert feedback invaluable for achieving impactful results.

By participating in this program, I'll gain skills to create and refine workflows that:

- Reduce time spent on manual tasks.
- Increase data accessibility and reporting accuracy.
- Promote a proactive, rather than reactive, approach to operational challenges.

May I ask if our organization provides funding for professional development initiatives like this? If so, I'd like to explore how we can proceed with approval and funding. My goal is to start the program on [start date], ensuring I can apply these insights to our current priorities promptly.

Thank you for considering this opportunity. I'd be happy to discuss how this aligns with our goals and answer any questions you may have.

Best regards,

[Your Name]

[Program Link: https://www.alignmentops.com/stop-using-spreadsheets-reg-page]