

Hi [Insert name],

I've found an online course called "Master the 4 Core Habits for Valuable Feedback" and I'm writing to request your approval to use my personal development budget for it.

The course focuses on discovering how to have effective feedback conversations that build trust and confidence with our team. This sort of transformation is something I really desire in my life, and I believe this course uniquely offers the chance to do that.

You can view the course curriculum and details [here](#). It's a 3-hour workshop with Matt Cici — a feedback educator for Apple, Inc.

In addition, I'll get to:

- Build trust and respect among team members
- Respond effectively to difficult situations and maintain composure under pressure
- Learn with a cohort of peers and expand my professional network

Here's how I believe this course will help me in my current role:

- A
- B
- C

I'm happy to answer any questions. Really hoping I'm able to get your approval!

Best,
[Insert name]