

# Email Requesting Employer Reimbursement

Subject: Leadership Development Emotional Intelligence Investment

Hi [Leading Manager's Name],

I've found a cohort-based leadership development program called [Collective EQ](#) that I would like to participate in. I'm writing to request your approval for partial or full reimbursement.

Based on the content and reviews I've seen, I believe I'll be able to bring back some actionable knowledge that I can apply to our efforts to improve [our team's collaboration, personal development or other current goals here].

Here's what's included:

- **12 weeks of Interactive Live Emotional Intelligence Training Sessions. We will meet 1x a Week for 1hr (12 total sessions)** – these are facilitator-led process groups where I'll be practicing evidence-based methods and applying them in a group setting.
- **Leadership Learning Community** – where I'll be immersed into a shared collective experience with 8-12 high-capacity individuals who are also looking to improve their emotional intelligence and grow their leadership abilities. Groups include peer processing and support.
- **Using Research-Backed Methods** – where I'll be learning research back methods to improve leadership skills to inspire teams and achieve sustainable success.

The total cost, everything included, is \$1,500, there are payment plan options and team discounts available. The program is an interactive in-person/online live group program that I can take from anywhere.

I believe that this program will help me develop new skills and bring added value to our team. Thank you for considering this request. I'd be happy to submit any required documentation to demonstrate my participation or provide any further information needed.

Would you approve a full or partial reimbursement?

Best Regards,  
[Your Name]

## Less Formal Alternative

Subject: Course Expense

Hi [Leading Manager's Name],

There's a great leadership development program called Collective Cohorts running this August that I'd love to enroll in.

It's a live course with other high capacity professionals and leaders where we learn tools for embodied leadership, team development, self-awareness & emotional intelligence.

Here's what's included:

- **12 weeks of Interactive Live Emotional Intelligence Training Sessions. We will meet 1x a Week for 1hr (12 total sessions)** – these are facilitator-led process groups where I'll be practicing evidence-based methods and applying them in a group setting.
- **Leadership Learning Community** – where I'll be immersed into a shared collective experience with 8-12 high-capacity individuals who are also looking to improve their emotional intelligence and grow their leadership abilities. Groups include peer processing and support.
- **Using Research-Backed Methods** – where I'll be learning research back methods to improve leadership skills to inspire teams and achieve sustainable success.

I'm happy to summarize and present my learnings to the team and apply a lot of what I learn immediately.

The reviews are great & it has some solid testimonials too. It costs \$1,500 and there are payment plans available. If you like, you can review more details here: [Collective EQ](#)

Would you approve a full or partial reimbursement?

[Your Name]

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

## Email Requesting HSA Reimbursement

Subject: Request for HSA Coverage for Coaching

Dear [HSA Provider's Name],

I hope this email finds you well. I am writing to inquire about the coverage and reimbursement process for coaching under my Health Savings Account (HSA). I would like to apply for coverage for an upcoming coaching program. I would greatly appreciate your assistance in guiding me through the application process and providing any necessary requirements.

I understand that coverage for coaching may vary depending on the terms and conditions of my HSA plan. Therefore, I kindly request the following information:

1. Coverage Details: Could you please confirm if coaching is eligible for coverage under my HSA plan? If so, I would like to know the specific coverage details, such as the percentage covered or any maximum reimbursement limits.
2. Documentation Requirements: Please advise me on the documentation that I would need to provide in order to apply for reimbursement. It would be helpful to know if I need to submit receipts, invoices, or any other forms of documentation from the coaching program provider.
3. Eligibility Criteria: I would like to ensure that the coaching program I intend to join meets the criteria set by my HSA plan. Could you please provide me with the guidelines and qualifications that the program and provider should meet for eligibility?
4. Reimbursement Process: Kindly guide me through the steps I need to follow in order to submit a reimbursement claim for coaching expenses. If there are any specific forms to be filled out or an online portal to use, please provide the necessary instructions.

I am eager to invest in my personal growth and believe that this coaching will contribute significantly to my growth and effectiveness in the workplace. I aim to improve my interactions, communication, and overall well-being.

Thank you for your attention to this matter. I appreciate your support and prompt response. Should you require any additional information or documentation, please let me know. I look forward to hearing from you soon.

Best Regards,

[Your Name]

[Your Employee ID or Account Number]

[Contact Information: Phone Number, Email]