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Subject: Course Expense

Hi [Manager's Name],

I have recently found an online cohort-based training course called Breathwork Mastery and I'm writing to request your approval for partial or full reimbursement.

Based on the content and reviews that I have seen, I believe that I would greatly benefit from learning what is laid out in this course - specifically the actionable techniques for emotional regulation and stress management.

Here's what's included:

- 1x live cohort in 2024 (Sept 4th - Oct 9th) – where I'll be learning from Breathwork experts, James Dowler and Jamie Clements, tools for self-regulation & emotional resilience.
- 3+ hours of pre-recorded in-depth theoretical explorations, guided protocols and exercises.
- 6x interactive live sessions – where I'll be putting into practice the pre-recorded content through interactive exercises with fellow cohort members.
- 3x masterclass sessions with guest teachers who will run sessions on their relevant topic of speciality.

You can view the entire curriculum and other details [here](#).

This is an interactive online course that I can take from anywhere. Which means it won't require time off.

The total cost, everything included, is £499. An ongoing annual payment is not required. This will grant me lifetime access so I will be able to visit (and revisit) all of the lessons, protocols and exercises and continue to incorporate them into my daily life.

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.

Best,

[Insert your name]