To: [Awesome Manager]

From: [Your Rockstar Employee]

Hi [Awesome Manager],

I’ve found an online course called **Winning with all your HEART**, and I’m writing to request your approval to make the purchase.

The course covers four important areas: efficiency, accountability, communication, and leadership. Based on the content I’ve seen, I believe I’ll be able to bring back practical and impactful insights that will help us save a lot of time and collaborate better, inside and outside of our department. [Tie into goals and strategic initiatives if applicable].

You can view the course curriculum, components, and other details on the [course page](https://maven.com/excelevate/winning-with-all-your-heart/).

It consists of 4 x 2-hour-long live workshops across 2 weeks via Zoom with the instructor, an experienced Accounting, Finance, and Consulting leader with 20 years of experience at market-leading companies. He teaches in an engaging and entertaining way, offering countless examples and stories from his wide background.

I’ll get to learn with a select group of fellow students during small group discussions and through the online community, getting direct advice and feedback, and reinforce what we’re learning from the instructor. I’ll also receive checklists, cheatsheets, and other resources that I can share with the team. It even includes a complimentary Excel add-in with hundreds of macros!

The course is held online via Zoom, which means it won’t require airfare or lodging expenses. The total cost is $599. It also offers 8 CPE credits to attendees.

Thank you for considering this request. I’m happy to discuss if you’d like any further information or think others should join too.

Thank you!

[Your Rockstar Employee]