To: [Awesome Manager]

From: [Your Rockstar Employee]

Hi [Awesome Manager],

I’ve found an online course called **Extreme Excel Efficiency**, and I’m writing to request your approval to make the purchase.

The course covers four important areas in Excel:

* Crucial keyboard shortcuts, formats, formula functions, and under-used features
* Best practices for design and structure
* Efficient data approaches with dynamic array functions and Power Query
* How to build and use macros and add-ins

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 reduce risk, 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/extreme-excel-efficiency/).

It consists of 4 x 2-hour-long live workshops across 2 weeks via MS Teams with the instructors, who are highly experienced in optimizing Excel-based processes and training others, with 32 collective years of experience at market-leading companies. They teach in an engaging and entertaining way, offering countless examples and stories.

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 instructors. I’ll also receive checklists, cheatsheets, and other resources that I can share with the team.

The course is held online via MS Teams, which means it won’t require airfare or lodging expenses. The total cost is $499. 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]