**Subject:** Professional Development Request - Leadership Foundations Course ($500)

Dear **[HR Manager/Supervisor Name],**

I am requesting reimbursement for the "Leading Yourself" leadership development course offered by Amy Kennedy Leadership, totaling $500. This 2-month program is specifically designed for technical professionals transitioning into leadership roles.

**Course Overview:**

* **Duration:** Two months
* **Time Commitment:** 2 hours per week (1 hour live sessions, 1-hour async work)
* **Format:** Online cohort-based learning with peer discussions and practical application
* **Focus:** Essential leadership foundations including emotional intelligence, effective communication, negotiation, and networking

**Business Impact & ROI:** Given my current salary range, even a 5% improvement in personal effectiveness would generate **$xx**  in annual value to the organization. This course specifically targets enhanced productivity, improved collaboration, and better communication.

**Create a connection to your annual company goals or professional development goals here.**

**Low-Risk Investment:**

* Full refund available until course start date; 50% refund available through week 2
* Designed for working professionals
* Immediate application opportunities during the program

**Commitment:** I am fully committed to completing this program and applying the learnings to improve my current contributions. I will provide a brief summary of key takeaways and implementation plans upon completion.

Thank you for considering this request.

Best regards, **[Your Name]**