**Subject:** Professional Development Request – Leading Leaders Course ($2,500)

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

I am requesting reimbursement for the "Leading Leaders" leadership development course offered by Amy Kennedy Leadership, totaling $2,500. This 4-month program is specifically designed for technical leaders transitioning into more senior leadership roles.

**Course Overview:**

* **Duration:** Four 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:** Advanced leadership topics including coaching leaders, change management, multi-functional fluency and “FQ”, and speaking and presenting

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

**Create a connection to your annual company goals, departmental 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]**