# Sample letter for corporate reimbursement. (2 versions)

***Subject: Course Expense***

Dear [Manager’s name],

I’ve found an online cohort-based training professional development program called the Modern Odyssey, and I’m writing to request your approval for partial or full reimbursement.

Based on the content and reviews I’ve seen, I believe I’ll be able to bring back some actionable techniques for collaboration, resilience, and engagement that I can apply to our efforts to improve [add teamwork, leadership, team alignment, or other current goals here (a specific current project goal my help)].

Here’s what’s included:

* 1x live cohort in 2024 **(***October 1st — November 18th*) – where I’ll work alongside scientist and fulfillment specialist Dr. Ryan Case to learn tools for self-exploration & emotional resilience.
* **15+ exercises** where I’ll explore ways to better align personal and professional development and identify holistic solutions using research-backed protocols to improve engagement, resilience to stress and burnout, and overall effectiveness.
* **8x interactive live sessions** where I’ll be learning evidence-based techniques and applying them in a group setting.
* **Private coaching sessions with Dr. Case** to personally leverage the learnings to my role, values, and trajectory

You can view the entire curriculum, testimonials, and other details [here](https://forgethappy.com).

This is an interactive online course that I can take from anywhere. Which means it won’t require time off, airfare, or lodging expenses. Plus, the sessions are in the evening, so it won’t interfere with my daily projects or meetings.

The total cost, everything included, is $1195. An ongoing annual payment is not required. There are also team discounts available.

Thank you for considering this request. I’d be happy to submit any required documentation to demonstrate my participation or provide any additional information.

Best Regards,

[Insert your name]

*PS – If you think the team could benefit by going through it together, they run customized workshops for teams as well, just FYI*

***Less Formal Alternative***

Hi [Manager’s name],

There’s a great course called Modern Odyssey running in the Fall that I’d love to enroll in.

It’s a live, online course for 1 hour a week over 8 weeks with a group of other professionals + leaders where we learn and apply tools for holistic self-awareness, engagement, collaboration, and emotional resilience.

A few highlights:

* **15+ exercises** where I’ll explore ways to better align personal and professional development and identify holistic solutions using research-backed protocols to improve engagement, resilience to stress and burnout, and overall effectiveness.
* **8x interactive live sessions** where I’ll be learning evidence-based techniques and applying them in a group setting.
* **Private coaching sessions with Dr. Case** to personally leverage the learnings to my role, values, and trajectory

After I take the course, I’m happy to summarize and present my learnings to the team. I’ll be able to apply a lot of what I learn immediately.

The sessions are in the evening so it won’t interfere with my daily projects or meetings. The reviews are great. It costs $1195. If you like, you can review more course details [here](https://forgethappy.com).

Would you approve a full or partial reimbursement?

Thanks!

[Insert your name]

*PS - should we invite other members of our team and take it together?*