

To:

From:

Hi **[insert first name]**,

I've found a training program on Optimal Living and Virtuous Leadership called Optimize Coach. I'm writing to request your approval to make the purchase! (The program starts in August, and registration is closing soon, so my request is time-sensitive.)

The program focuses on helping people show up as their best self every day. And I'm confident that it'll be a transformative force that helps me to make a bigger impact in my role **[insert details about how you serve through your role]**.

You can view the course curriculum, faculty, testimonials, and all the other details here.

In addition to the 30+ Modules of video content, guided practice videos, worksheets, and other resources I'll also get to:

- Attend Live Coaching sessions with a host of guest faculty on topics like productivity, mental performance, behavior change, and mental toughness.
- Gain actionable new wisdom on productivity methods, energy management practices, habit-change, goal-setting, grit, and more
- Bring back the lessons I'm learning and resources I love to share with the team

I'm inspired by the examples past participants have shared about how the program has increased their confidence, ability to lead, navigate relationships, and operate from a more courageous place. And I'd love to discuss how the Optimize Coach program can help me step into any growth opportunities you see for me within my role.

I also think participating in this program would help me on these projects:

- **[insert project/goal here]**
- **[insert project/goal here]**
- **[insert project/goal here]**

The program is fully online, with daily practice elements I'll be doing in my personal time. I'll be able to fit it into my schedule without disruption to priority work or existing commitments. The total cost, everything included, is only \$\_\_\_\_\_.

Thanks for taking the time to review this request and for supporting my continued personal and professional development. I look forward to talking to you more about it!

**-Your Name**