



ASK YOUR BOSS EMAIL TEMPLATE

Subject Line:

Learning & Development Program Reimbursement?

Email Body:

Hi [enter boss' name],

I hope your week is going well.

As you know, I've settled into my role as [enter position] and I enjoy my work immensely. However, I do believe I have the time, talents, and energy to contribute even more to my team here at [enter company].

I recently discovered a great executive coaching and leadership program via Spark Labs, and I would love to enroll in order to further develop my [enter skills].

[Spark Labs](#) offers affordable executive coaching and training programs, both in-person and online. They've got a Career Acceleration Model that helps folks like me plan out our career paths in order to move forward, faster, with the right tools and skills. This would also help me build out new skills that I believe would greatly benefit the team. Additionally, Lauren Cooney, who performs the coaching and training, has over 20 years of experience working in technology companies both as an individual contributor and as a leader and executive, and I believe her guidance will help me achieve the personal and professional development goals I want to execute on this year. She has worked with clients from Cisco, Google, Facebook, Chime, Twilio and more, and her expertise area is one of the best in our industry.

This may be funded through our Leadership and Development (L&D) budget [enter name of learning and development program] versus our immediate budget. There are also various ways to pay, such as via credit card to get reimbursed, and payment plan options for the Spark Labs' programs.

You can find more information [here](http://www.sparklabsco.com) (www.sparklabsco.com).

I would love the opportunity to speak with you more at length about Spark Labs' solutions and how I believe it would improve my overall skill set and allow me to contribute even more to our team[s].

Let me know thoughts and when we can meet to further discuss this opportunity.

Thank you,
[enter name]