Subject: Request for Reimbursement: Busy to Bliss Coaching Program

Dear [Company Name] Team,

I hope this message finds you well. I am writing to request reimbursement for an investment I have made in my professional development that aligns closely with our company's goals and values.

Recently, I enrolled in a comprehensive time management and balance coaching program called "Busy to Bliss." This program is designed to enhance productivity, efficiency, and overall well-being, all of which are essential qualities for a thriving employee within our organization.

The cost of this year-long coaching program is $370. I firmly believe that the skills and insights gained from this program will not only benefit me personally but will also contribute significantly to my performance and effectiveness at work. I see it as an investment that will enhance my ability to contribute to our team's success.

I understand that many companies, including ours, prioritize employee development and offer personal development budgets for this purpose. By supporting my participation in the Busy to Bliss program, you will be investing directly in my growth and productivity, ultimately benefiting our team and the company as a whole.

I kindly request reimbursement for the program fee of $370. Your assistance in this matter would mean a great deal to me and would enable me to fully engage in this opportunity for growth and improvement.

Thank you very much for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]