To:

From:

Hi **[Insert name],**

I’ve found an online course called [Power Query for Finance and  
Accounting Professionals](https://www.thefpandaguy.com/powerquery) and I’m writing to request your approval to make the purchase.

The course covers Power Query in 2 four hour live workshop sessions via Zoom with two experienced Power Query Instructors with over 30 years of relevant finance and Excel work experience.

* **Module 1: Power Query Overview**
* **Module 2: How to combine data**
* **Module 3: How to transform data**
* **Module 4: Completing common finance tasks in an automated manner**

Based on the content I’ve seen, I believe I’ll be able to bring back actionable techniques that I can apply to our efforts to improve **[add job-related goal here]**.

You can view the course curriculum, components, and other details [here](https://www.thefpandaguy.com/powerquery).

In addition, I’ll also get to:

* Practice skills in a safe environment, such as combining data together
* Learn with a group of fellow students during break-out sessions, and group discussions
* Bring back hand-outs, and resources that I can share with the team

I think participating in this course would especially help me on these projects:

– **[add project or initiative]**

– **[add project or initiative]**

– **[add project or initiative]**

The course is held online via Zoom, which means it won’t require airfare or lodging expenses. The total cost is **XXX**.

Thank you for considering this request. I’m happy to talk with you if you’d like any further information.

Regards,

**[Insert your name]**