To:

From:

Hi **[Insert name],**

I’ve found an online course called [Best-Practice FP&A](https://www.thefpandaguy.com/fpa-introduction-course) and I’m writing to request your approval to make the purchase.

The course covers technical and soft skills in 4 two-and-a-half-hour live workshop sessions via zoom with two experienced FP&A Instructors with over 30 years of relevant work experience.

* Session 1: FP&A Overview & Analytics that drive insights
* Session 2: Best Practices in Budgeting & Forecasting
* Session 3: Management Reporting & Best-in-Class Data Visualization
* Session 4: Business Partnering, Storytelling & Influencing

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://maven.com/fpaprep/fpa-bootcamp).

In addition, I’ll also get to:

* Practice skills in a safe environment, such as data storytelling
* Learn with a group of fellow students during break-out sessions, and group discussions
* Bring back hand-outs, cheatsheets, and frameworks 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 **[add cost]**

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

Regards,

**[Insert your name]**