Dear [Manager’s Name],

I’d like to request reimbursement for the leading online [Excel and PowerPoint courses](https://managementconsulted.com/excel-powerpoint/) focused on efficient data analysis and executive storytelling.

Sound analysis and clear communication are crucial to our organization; efficient analysis saves time and increases efficiency, while clear communication drives forward progress across the organization. By utilizing these resources, I will:

* **Propel my skills to the next level** – I’ll expand my technical knowledge and deepen skills including building scenario-driven models, pivot tables, Vlookups, storyboarding, and executive presentation.
* **Have a tool to refer back to** – These courses offer lifetime access to all updates, ensuring that as Management Consulted leverages thousands of customer data points to add to the courses, I’ll remain at the cutting edge of smart, efficient Excel/PowerPoint use.
* **Get inspired to work smarter, not just harder** – Ultimately, my goal is to take what I learn in these courses back to our organization and apply it directly to our goals. These tools will help me to do more in less time.

What I learn inside of these Excel/PowerPoint courses will re-energize and enable me to enhance my analysis and presentation skills. It will provide value to my professional growth and give me the tools to impact our organization’s success.

The cost for these courses is $500.

Thank you for your consideration!

[Your Name]

PS: If you think there is an organization-wide need for training like this, group licenses and on-site training [are available](https://managementconsulted.com/corporate-training/).