To [manager's name]

From [your name, title]

Date [date]

Subject Request to approve [program name] at Ledger & Agent

What I am asking for

I would like approval to enroll in [program name] , an online program for accountants and finance leaders, and to pay the fee of [price] for one seat.

What I will build

During the program I will build one repeatable workflow, or the deliverables for the program, with AI on a full set of company books. Every submission receives written feedback drafted by an AI grading assistant; a person approves every return for revision, a sample of completes, and every capstone and final-deliverable score. For the four-week course the work ends in a final deliverable; for the full program, in a capstone.

Which workflow, and why it matters here

The workflow I will focus on is [workflow] . We currently spend about [hours per month] on it, which is my own estimate from [how you measured it] .

Time I expect to free up

I expect to reduce that time by about [hours per month] , based on my own baseline above. This is my estimate, not a promise from the provider or from me. I will report the actual number after [number] months so you can judge the result against it.

Cost

Program	Price per seat
AI for Accounting Professionals (8 weeks)	$2,950
AI for Finance Leaders (6 weeks)	$3,450
AI for CFOs	$4,950
Four-week course	$1,495

I am requesting [program name] at [price] . For more than one person, the provider discusses team arrangements directly.

Dates and time commitment

The cohort I would join is [cohort name and dates] . The live session is one hour a week, recorded and posted within 24 hours, so I can catch up if I miss one. Coursework takes about [hours] hours a week, which I will schedule [during / outside] work hours.

Data and confidentiality

All exercises use Northwind Supply Co., a fictional company provided by the course, and I will not upload company, client or employee data.

Refund and transfer terms

These are from the provider's terms of enrollment (draft v10; confirm the final terms before sending). A full refund is available until 14 days before the first live session of the cohort, in every program. After that date there are no cash refunds, but the seat can be moved to a later cohort or passed to a colleague. If the provider cancels or moves the cohort, a full refund or a place in the next cohort is offered.

Decision

Please reply with approval or questions by [date] . To reserve a place, the provider's enrollment closes on [date] .

Approved by: _____ Date: _____ Cost center / PO: _____