

Subject Line: Request for Professional Development Support: Climate Communications Course

Dear [Manager's Name],

I'm interested in the Climate Communications to Drive Action course by the Dais at Toronto Metropolitan University and would like to inquire if [your employer organization's name] could cover the registration fee as part of my professional development. As a dedicated employee committed to our sustainability goals and addressing climate change, this course will equip me with vital communication skills.

The course runs for six weeks, every Thursday, from October 26th to November 30th, 5-7 p.m. ET on Zoom, with a registration cost of \$750 + HST, inclusive of one-on-one coaching by Dais' climate expert, Sabrina Bowman. The registration deadline is Friday October 20th and you can read more about the course at <https://dais.ca/courses/climate-communications-to-drive-action/>.

I believe this course will enhance my ability to drive sustainability and climate initiatives within our organization and contribute to our collective efforts in addressing climate change. I am also willing to share my learnings and resources with the team post-program, providing valuable insights for our department.

I'm open to discussing how this professional development opportunity aligns with our department's goals and priorities considering budget constraints. Thank you for considering my request, and I look forward to further discussion.

Sincerely,

[Your Full Name]