Hi [Supervisor Name],

I hope your day is going well!

I'm reaching out about furthering my professional development. As you know, my goal is to continue developing my skills to support the goals of our team. After some research, I'd like to register for the [Understanding Addiction program,](https://www.understandingaddiction.ca/courses/understanding-addiction-now-Jan-2023) provided by the Canadian Mental Health Association.

The material in this program will [explain why Understanding Addiction interests you and will benefit your professional development.] This will help me to [explain a few ways this program will help you in supporting the organization’s goals.]

I've outlined the total cost and time commitment below:

* **Cost:** $150, plus tax
* **Start & End Date:** Open now until the end of January 2023
* **Format:** Self-paced online learning program that takes approximately 8 hours to complete

Does [name of organization] have professional development funds to cover the cost of this program? If so, I’d like to discuss being reimbursed for the registration fee. Are you available to talk more this week? Let me know what works best for you.

Thank you, and all the best!

[Your Name]