

OfficeNinjas Collective - Reimbursement Request Email Template

Subject	[Request] Participation in Professional Development
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Hi {insert first name},

I would like to be part of a career accelerator program designed for career administrative/operations professionals like myself. I'm hoping {insert company name} will consider funding for this program, OfficeNinjas Collective (ONC).

Based on the content and testimonials, this program has tremendous potential to increase my contributions toward our efforts to improve {insert productivity, organizational learning, innovation, or other goal here}.

What's OfficeNinjas Collective? Built for working professionals, this annual membership program teaches the methodology and frameworks for adopting and applying effective leadership habits and business concepts.

Who is OfficeNinjas? Founded a decade ago, OfficeNinjas is an innovative leader in vital training and skill building experiences for the modern Admin+ professional. Their education team includes Stanford GSB and UC Berkeley Executive Education alumni who've built the curriculum based on years of research, testing, and execution.

What do Members Receive? As a member, I'll get to:

- Learn modern and vital business concepts that will help me become a higher-value contributor — topics include modern meeting mastery, no-code operations, strategic business writing, and business experimentation
- Apply what I learn to transform ideas into action. Each course provides a step-by-step blueprint for achieving actionable results.
- Attend facilitated Mastermind sessions and problem solve with other high-performing administrative and operations professionals
- Have access to a community of talented peers all working on problem-solving and increasing operational efficiency

What's the Commitment Level and Investment?

- OfficeNinjas Collective is a self-paced online program and can be done on my own time. This means the program will require no days off, airfare, or lodging expenses.
- The total investment is only \$2,995 per year. This all-inclusive pricing expires on April 23, 2021. The program won't open again until Fall 2021 at a higher price point.

The Bottom Line: This is the only program of its kind for my profession — and I want to be part of it. This program will more than pay for itself by amplifying my impact and increasing my value to {insert company name}. You can learn more by visiting the [Program PDF Guide](#) or [website](#).

Please let me know when you're available to discuss this investment in my professional development and in the success of {insert company name}.

Thank you,
{insert your name}