

REIMBURSEMENT REQUEST LETTER

[Date]

[Manager or Director Name]

[Title]

[Department or Organization]

Dear [Manager or Director Name],

I am writing to request employer reimbursement to enroll in a [Wound Care Education Institute](#) (WCEI) course focused on [course/topic]. This training directly aligns with my role and would strengthen the clinical knowledge and practical skills needed to support safe, evidence-based, high-quality patient care.

WCEI is widely recognized for evidence-based wound care education that helps clinicians build confidence in assessment, documentation, prevention, and treatment planning. Its flexible learning options, including in-person, live online, and self-paced formats, make it practical to complete alongside work responsibilities. In addition, WCEI courses help prepare learners for nationally recognized wound care certifications through the National Alliance of Wound Care and Ostomy and the American Board of Wound Management.

By completing this course, I expect to deepen my expertise in [relevant focus area], apply current best practices more consistently, and contribute to stronger patient care outcomes. Supporting this training would also benefit our organization by expanding internal expertise, reinforcing staff development goals, and helping ensure our team remains current on evolving standards of care.

Thank you for considering this request. I would welcome the opportunity to share additional details about the course, including cost, schedule, and the anticipated value it would bring to my role and our team.

Sincerely,

[Your Name]