

MANAGER EMAIL TEMPLATE

Subject Line: Professional development funding request

Dear [Manager Name],

I'm interested in enrolling in a [Wound Care Education Institute](#) (WCEI) course to further develop my knowledge and skills in [topic/course area]. I believe this training would support my professional growth and help me apply current, evidence-based practices more confidently in my role.

I'd like to request reimbursement or department funding for the course, if available. In addition to supporting my development, this training could also benefit our team by strengthening clinical knowledge, supporting quality care, and increasing confidence in caring for patients with complex needs.

I'm happy to share additional details about the course, including timing and cost, if helpful. Thank you for considering my request.

Best,

[Your Name]