# Course Reimbursement Request

Time Mastery for Working Parents

Provided by: Mom’s Study Habits | www.momsstudyhabits.com

Dear [Manager’s Name] / [HR Team],

I hope this message finds you well. I’m reaching out to request approval or reimbursement for a personal development course that directly supports time management, productivity, and wellness for working parents.

The course, Time Mastery for Working Parents, is a self-paced 12-week program that helps participants implement proven time strategies in just 10 minutes a day. It was created by Shah Paree, M.Ed., a certified educator and doctoral student in Educational Leadership & Innovation.

The course focuses on:

* - Creating sustainable time routines
* - Preventing burnout and stress
* - Enhancing productivity both at work and home
* - Supporting work-life balance for parents

Course Details:

- Duration: 12 weeks

- Format: Self-paced, 10 minutes per day

- Includes: Workbook, downloadable templates, weekly trackers

- Website: [www.momsstudyhabits.com/employers](http://www.momsstudyhabits.com/employers)

This course directly supports my role as a working parent and will contribute positively to my focus, performance, and well-being at work. Please let me know if you require additional documentation or receipts. I would be grateful for your consideration.

Thank you for your time and support.

Best regards,

[Your Full Name]

[Your Job Title / Department]