

Course Reimbursement Request

Time Mastery for Working Parents

Provided by: MomsStudyHabits.com

Dear [Manager's Name] / [HR Department],

I hope you're well. I'm writing to request approval or reimbursement for enrollment in a professional development course called 'Time Mastery for Working Parents.' This program supports working parents in improving time management, reducing stress, and achieving better work-life balance—all key to maintaining focus, performance, and well-being at work.

Created by Shah Paree, M.Ed., a certified educator and doctoral student in Educational Leadership, this 12-week, self-paced course is designed specifically for working parents juggling career and family responsibilities.

Course Highlights:

- - Duration: 12 weeks, 10 minutes per day
- - Format: Online and self-paced
- - Includes: Workbook, downloadable templates, weekly tools
- - Cost: \$1297 (Discount Codes available visit: [Employers | Mom's Study Habits](#))
- - Website: www.momsstudyhabits.com

I believe this course aligns well with our organization's wellness and development goals and will enhance my productivity and resilience at work. Please let me know if you require any additional documentation. I would be grateful for your consideration.

Thank you for your support.

Sincerely,

[Your Full Name]

[Your Job Title / Department]