



Dear (Manager name)

I'm writing to ask whether [Company Name] might be willing to support me in taking an improvisation course. I believe this could benefit my professional development and bring value to my work here.

The course teaches communication, problem-solving, and adaptability under pressure, all of which directly relate to the work we do. It's also a chance to practise listening and collaboration in a dynamic environment, something I think would strengthen my ability to contribute effectively to our team.

Many organisations use improv training in leadership and team development programmes, and this course is led by experienced facilitators who specialise in translating those techniques to real-world workplace challenges.

I'm confident it would help me:

- Communicate more clearly and with greater confidence
- Respond more effectively in meetings, presentations, and unexpected situations
- Work more creatively and collaboratively with colleagues and clients

The course takes place outside of work hours, so there would be no impact on my availability. I'd be happy to share key takeaways or run a short session for the team if that's helpful.

Please let me know if you'd consider covering the cost or supporting this as part of our learning and development offer.

Best,
[Your Name]