Subject: Request for Professional Development: Google Workspace Operational Sprint

Hi [Boss's Name],

I’m writing to request approval to enroll in an upcoming 2-week operational sprint called "The Academy for Google Workspace."

Currently, I spend an estimated [X] hours per week manually [mention 1-2 manual tasks, e.g., triaging my inbox, moving data between sheets, synthesizing meeting notes].

This live sprint focuses specifically on advanced systems architecture and natively integrating Gemini AI to automate these exact workflows. By learning to properly leverage the Workspace tools we already pay for, I estimate this will save me roughly 5 hours a week, freeing me up to focus on [mention a high-value project or revenue-generating task].

The cost of the program is $497. It includes four live 90-minute sessions, a custom Workspace Sandbox kit, and lifetime access to the recordings. The cohort runs from Sept 15th to Sept 24th.

Given my hourly rate, recapturing 5 hours a week yields a massive annual return for the company, making this $497 a one-time investment that will pay for itself almost immediately.

You can view the full syllabus here: https://academy.structuredspace.net

Let me know if we can discuss this briefly this week, as the cart closes on September 14th and seats are strictly capped at 15.

Best, [Your Name]