



## **PROFESSIONAL DEVELOPMENT REIMBURSEMENT TEMPLATE FOR *MAKING SHIFT HAPPEN***

Hi {YOUR MANAGER'S NAME},

I'm writing to get pre-approval for a reimbursement request. I would like {YOUR ORGANIZATION'S NAME} to reimburse a copy of [\*Making Shift Happen: Designing for Successful Environmental Behavior Change\*](#). This book will help me design and execute meaningful behavior change initiatives both within our organization and for our {CLIENTS / STUDENTS / COMMUNITY}.

After a bit of due diligence, I found that it's the first guide of its kind, so it could give us a competitive edge when working to meet sustainability goals that require behavior change. It's \$49.99 USD for a wealth of information that I'll be able to apply to my job right away.

Let me know if you agree that this would be a valuable investment. If so, I'll submit the reimbursement request form right away.

Thank you for your time and consideration,  
{YOUR NAME}