

Off the Record — Employer Funding Request Template

Copy this letter, fill in the brackets, and send it to your manager to request L&D budget approval.

Subject: L&D Request — Off the Record Membership

Hi [Manager's Name],

I'd like to request approval to use our learning and development budget for an Off the Record membership (\$99/month or \$999/year).

Off the Record is a professional community built specifically for communications leaders, founded by Gab Ferree, former VP of Global Communications at Bumble and Senior Director at Salesforce.

Here's why I think this would be a valuable investment for our team:

- **Bring better ideas and solutions to our work.** Access proven frameworks, practical tools, and real-world examples I can apply immediately to our communications priorities.
- **Solve challenges faster.** Learn from hundreds of communications professionals at companies like Microsoft, Apple, Intel, Cisco, Walmart, and DoorDash, rather than having to figure everything out from scratch.
- **Stay ahead of what's changing.** Ongoing workshops, expert sessions, and resources covering AI, executive communications, business strategy, and emerging industry practices.
- **Strengthen my strategic contribution.** Learn directly from experienced communications executives about how to connect our work to business outcomes and operate as a stronger strategic partner.

My immediate application: One area I'd specifically like to improve is [insert current team priority or challenge]. My goal is to use OTR's resources and community to bring back actionable ideas and implement at least one meaningful improvement within my first 30 days.

Unlike a one-time training course, OTR provides ongoing access to live sessions, an extensive searchable resource library, and experienced peers as our priorities and the profession evolve.

At \$99/month, I believe this is a relatively small investment with the potential to deliver meaningful value to our team.

Would you be comfortable approving this through our L&D budget? More than 300 organizations, including Apple, Amazon, Microsoft, Walmart, Perplexity, Intel, CoreWeave, Cisco, DoorDash, and Yelp use L&D budgets to cover Off the Record membership.

Happy to discuss how I'll apply what I learn back to our work, or share any additional info you need.

Thanks for considering,
[Your Name]