How to use this: replace everything in [brackets], delete this line, then paste the letter into an email or attach it. Send the one-page business case with it.

Subject: Training request for AI For Business

Hi [Manager name],

I'd like to ask the company to cover a training membership that would help me get more out of AI in my role as [your role].

A good part of my week goes to [task 1], [task 2] and [task 3]. I want to hand parts of that work to an AI team, set up properly and checked by me, so I have more time for [the work that needs you most].

AI For Business is built for exactly that. It's a membership run by BG Hamrick, who runs his own businesses with a team of AI bots and teaches what's working each week. It includes:

- Live, hands-on classes, and every class has a replay
- Office Hours every week, where members bring real work and build it live
- Setup guides for Grok, Claude and ChatGPT, plus the 4-Week Program to get started
- A new ready-to-use skill each week, and Alphryd, the lead of an AI team I'd set up for my own work
- A members-only Community for questions

What I'd bring back to the team

- [Way 1, for example: client follow-up emails drafted for review, so replies go out sooner]
- [Way 2, for example: meeting notes turned into decisions and tasks with an owner and a due date]
- [Way 3, for example: a short daily brief of the emails and meetings that need attention]

Cost and time. The plan I'd choose is [Monthly at $97 a month / Yearly at $997 a year, which is two months free]. It starts with a 7-day free trial and can be cancelled anytime. The classes are live, but every one has a replay, so it fits around my work. I'd plan on about [hours per week] a week.

What you'd see from it. After [number] weeks, I'll give the team a short demo of what I set up, what worked and what didn't, and how much time it's saving me ([hours saved per week]).

If you're good with it, I'd start on [start date]. A quick yes by email is all I need. I've attached a one-page summary in case it helps.

Thank you for considering it,

[Your name]
[Your role]