

READY TO SEND

The message to send your manager.

Copy the message below into your email, add your manager's name and your own, and change anything that does not sound like you.

1 Download the approval package

The companion PDF with hours, objectives, vendor details, and receipt format.

2 Copy the message below

Paste it into a new email to your manager and personalize it.

3 Attach the package, then send

The message refers to an attachment, so it needs to be there.

Subject: Approval request: FlipWork Sprint, \$3,500

Hi [MANAGER],

I would like approval to enroll in the FlipWork Sprint, an eight-week program that builds working agentic AI capability. It is \$3,500, and cohorts run quarterly.

Rather than covering AI in the abstract, it opens with a diagnostic that establishes where I actually am, and the work is built inside my own environment against my real responsibilities. By the end I will have:

- A Reinvention Passport: a portable file of my own judgment, methods, and expertise that scales my context across any AI system I use afterward
- 18 documented artifacts, including three I build and deploy in my own role against real responsibilities
- A measured before-and-after readiness score, benchmarked against people who did not do the program
- The FlipWork Certified: Agentic Leader credential

It is fully virtual, with no travel and no time out of office. The attached summary has the full detail.

Happy to answer anything. Can you let me know whether you are able to approve it?

Thanks,
[YOUR NAME]

If your finance team needs a W-9, a vendor onboarding form, a specific invoice format, or a syllabus on letterhead, email support@flipwork.ai and we will send it. If your approval takes time to move, tell us and we will hold your seat while it does.