

Copy this content into your preferred document and edit accordingly. See highlighted areas throughout—blue is specific to Baseline, yellow for Standard, and green for Standard+.

Hi [Manager],

I'm reaching out to request approval to expense a Be Uninterrupted membership. This annual subscription provides access to a range of professional and leadership development resources, such as webinars and events on topics like how to negotiate for impact, strengthen my network, and show up with confidence. It also provides a supportive community specifically designed for professional women, with access to mentorship from successful women peers and leaders, so I can learn from their experience and avoid or navigate interruptions in my own life and career.

Membership includes:

- 24/7 actionable advice for 150+ personal or professional moments that matter (e.g., negotiating a deal, engaging with challenging stakeholders, building my brand, seeking advancement, dealing with illness) – all that would impact my ability to do my best work.
- Educational webinars and invitations to events where experts and executives will share their insights and success guides.
- Vetted resources curated into action plans that encompass articles, books, videos, podcasts, and other ways to learn.
- One-on-one meetings with women who have faced similar moments that matter, so I can avoid or navigate interruptions to my career.
- Referrals to trusted professionals, such as executive coaches, financial professionals, and healthcare or aging parent concierges, for additional support.
- Ongoing support from a network of women committed to lifting each other up.

[Standard membership also include access to additional member support calls, an app to support my resilience, and Medcan Year-Round Care. This is the most proactive

option, as it will enable me to future-proof my health and receive efficient medical attention when needed. By avoiding health-related interruptions, I can continue to focus on doing my best work.]

[Standard+ membership also include access to additional member support calls, an app to support my resilience, and Medcan Year-Round Care for me and my household. This is the most proactive option, as it will enable me to future-proof my family's health and receive efficient medical attention when needed. By avoiding health-related interruptions and I can continue to focus on doing my best work.]

The cost to become a member is \$660 CAD + HST per year, which is equivalent to \$55/month. Payment for the year would happen up front – I could pay and be reimbursed or use a corporate card to purchase membership. Renewal is automatic, with advance notification provided.

[The cost to become a member is \$1440 CAD + HST per year, which is equivalent to \$120/month. Payment for the year would happen up front – I could pay and be reimbursed or use a corporate card to purchase membership. Renewal is automatic, with advance notification provided.]

[The cost to become a member is \$2440 CAD + HST per year, which is equivalent to \$203/month. Payment for the year would happen up front – I could pay and be reimbursed or use a corporate card to purchase membership. Renewal is automatic, with advance notification provided.]

Be Uninterrupted membership offers continuous professional development and networking opportunities that align with our company's goals and values. The knowledge and connections gained will directly benefit my work here, and I'm eager to share these insights with our team.

I appreciate your consideration of this request. Please let me know if you have any questions or require further information.

Sincerely,
[Your Name]