

Ask your firm to cover it.

If you're an individual who'd like to enroll in the course, we encourage you to explore whether your firm might be able to cover the expense of the course. Many firm have professional development budgets designed exactly for this kind of course.

Below are three email templates depending on who you need to reach at your firm. Copy, customize, and send.

1 • Who to ask

At a large firm

Your supervising partner or practice group leader — they often have discretionary PD budgets and can approve quickly without escalating.

If they redirect you: your firm's Director of Professional Development or Talent Development team.

At a small to mid-size firm

Your supervising partner — at smaller firms, partners sometimes handle PD approvals directly.

If your firm has one: the office administrator or firm administrator. They typically manage expense approvals and know the process.

Not sure who to ask?

Start with your supervising partner. Keep it simple: "I'd like to take a professional development course on timekeeping — it's \$199. Is this something you'd be open to approving as a firm expense?"

2 • Email templates

Each template is ready to send. Fill in the bracketed fields and add any personal context that feels right.

Template 1 — Supervising partner or practice group leader (large firm)

To: [Partner's name]

Subject: Professional development course — quick question

Hi [Partner's name],

I hope you're well. I wanted to reach out about a short professional development course I came across that I think would be immediately useful to my work here.

It's called Capturing with Confidence — a self-paced course by DueCourse focused specifically on timekeeping for lawyers. It covers building a real-time capture habit and reducing the end-of-day stress of reconstructing what I did from memory.

The course is \$199. I wanted to ask whether there's a professional development budget I could put this through, or whether you'd be comfortable approving it as a firm expense.

Happy to share more about the course if that would be helpful. Thank you for considering it.

[Your name]

Template 2 — Office administrator or firm administrator (small–mid firm)

To: [Administrator's name]

Subject: PD course reimbursement — Capturing with Confidence

Hi [Administrator's name],

I'd like to submit a professional development course for reimbursement and wanted to check on the process.

The course is Capturing with Confidence by DueCourse — a self-paced course on timekeeping for attorneys. It's \$199 and available immediately online.

Could you let me know the best way to get this approved? I'm happy to provide a receipt and any other documentation needed.

Thank you,

[Your name]

Template 3 — Director of Professional Development

To: [PD Director's name]

Subject: Self-directed PD course — Capturing with Confidence

Hi [PD Director's name],

I wanted to reach out about a self-directed professional development course I'd like to take.

It's called Capturing with Confidence, offered by DueCourse — a company that specializes in associate development for law firms. The course focuses on building strong timekeeping habits, capturing in real time, and reducing the guesswork that leads to underreporting.

It's self-paced, takes a few hours to complete, and costs \$199. I think it's something that would benefit both me and the firm.

Would it be possible to put this through as a firm PD expense? I'm happy to share more details about the course or provide a receipt after enrolling.

Thank you for your time,

[Your name]

3 • Before you hit send

- Keep it short. The templates above are already on the longer side — feel free to trim. A two-sentence ask is fine if you have a direct relationship with the person.
- If you get a yes, enroll immediately and forward them the receipt.
- If you get a no — or no response — the individual rate is \$199. You'll get an immediate return on your investment by saving time, energy and headspace.

Ready to enroll?

Whether your firm covers it or you self-fund, the course is the same either way — and it'll be the most useful \$199 you spend on your practice this year.

[Enroll in Capturing with Confidence →](#)

Use discount code **DCCWC** at checkout

Checkout opens at \$249. In the Summary panel, click + Add discount code, enter DCCWC, and your total updates to \$199.