

Hi [Manager, Accounting, or HR Partners Name],

I'm invested in my professional development, and I'd like to request [\$X] toward leadership coaching.

The coaching will help me **[be specific here - examples could be:** build a career action plan, be clear on the reputation and skills I need to increase my effectiveness in my current role, prepare my capabilities to take on greater challenges and responsibilities, increase my influence and impact, learn more about managing people, develop greater executive presence, hone my strategic thinking, etc).

I'll apply that work directly to **[be specific here - examples could be:** attract more clients to my book of business, serve more sophisticated clients, create a succession plan, become the go-to resource for our market, strengthen my business fluency, coach employees more effectively, navigate team conflict with greater steadiness, build stronger cross-functional relationships, create better products/services, or identify new ways to add value] with the goal of increasing the value and impact I bring to the organization.

Details:

- **Coach:** Jenn Urso, [The Leadership Project](#)
- **Format:** [single session, 3 × 60-minute coaching sessions, etc.]
- **Cost:** [\$X]

I'd appreciate [Company Name]'s consideration of this investment in my development and in the continued impact I can make for our team and organization.

Thank you,
[Name]