

Subject: L&D budget request - career coaching

Hi [Manager's Name],

I came across a 1:1 career coaching programme I'd love to do and wanted to check if I can use my L&D budget for it.

It's 4 private sessions with an executive coach, focused on the areas we've talked about - things like executive presence, visibility, and self-advocacy. Very hands-on and directly applicable to my role.

The investment is €995. I think this would be a great use of L&D budget and I'm confident it'll have a direct impact on my work at [Company].

Happy to share more details if useful!

[Your name]