<Date>

Dear <**Supervisor’s Name**>,

This letter serves as a formal request to participate in professional development (e.g. executive coaching). Executive coaching is a valuable opportunity to get clear on a vision that inspires individuals to maximize productivity, increase team effectiveness and efficiency, and develop leadership behaviors that help achieve goals both personally and professionally.

If supported in executive coaching, I have found a credible coach who I have spoken with and trust. Dr. Kellie Dixon is a certified life coach, Core Strengths facilitator, and meta performance coach. Dr. Dixon is the founder of Clear Pathway Consulting Services, LLC. Clear Pathway is committed to serving leaders in corporate, higher education and nonprofit organizations. Clear Pathway offers leadership development and coaching services that can be directly applied to <**INSERT functional area/institution/department**>.

Dr. Dixon has been coaching and working with diverse individuals for a decade, helping them to discover, transform, and elevate their personal and professional lives. Dr. Dixon earned her master’s degree in counseling from Longwood University and her doctorate degree in organizational leadership from Grand Canyon University. Her proven track record as a coach, educator, and facilitator enables her clients to achieve their desired results faster and with greater confidence and clarity.

As an employee of <organization name>, I am committed to enhancing my leadership skills in support of both my personal goals and the goals of the organization. My participation in executive coaching would enable me to:

* **(insert the ROI 1)**
* **(insert the ROI 1)**
* **(insert the ROI 1)**
* **(insert the ROI 1)**

I am aware that professional development is often funded through <name of fund/department/etc.> and would like to request financial support for executive coaching expenses from this fund/source. A detailed cost breakdown can be found below for having Dr. Dixon as an executive coach:

* (1) 45min Coaching Setup Call (Onboarding)
* (3) 60min Coaching Sessions per month via Zoom
* Personalized weekly assignments/self-work
* Leadership development assessments

The total estimated costs associated with executive coaching with Dr. Dixon is <**$XXXX> in full**. If paid in monthly installments, the **monthly fee is <$XXX>**. *Please note that if using ACH or Credit Card, a 3.5% processing fee may be added to these prices. This price is based on a <insert number of months> contract.*

I look forward to the opportunity to positively enhance my leadership skills through executive coaching and I appreciate your consideration! You can learn more about Dr. Dixon at [www.clearpathwaycs.com](http://www.clearpathwaycs.com).

Sincerely,

<**YOUR NAME HERE**>