



Hi [MANAGER NAME],

*I appreciate that our company has a culture of supporting continuing education and advancement.*

*To that end, I'd like to attend a leadership and professional development program, called RESILIENT. It is a three-month coaching program led by a seasoned executive coach, Melody Wilding, LMSW. This program will help me increase skills in areas like delegation, decision-making, confidence, influence, assertiveness, communication, and effective feedback.*

*Increasing these skills will help me grow and enable me to contribute to the team in a bigger way. Specifically, participating in the program is the perfect opportunity for me to execute on key goals we've discussed such as [INSERT KPIS, OKRS, OR GOALS HERE]. I'm hoping to [INSERT EXAMPLE OF HOW YOU PLAN TO APPLY LEARNINGS].*

*Here's the breakdown of the information for the program:*

- *Dates: May 1st 2025 to July 31st 2025*
- *Cost: \$2,900*
- *Program details: <https://melodywilding.com/resilient>*

*Is this something that I can pursue?*

*Please let me know if you have any concerns. I'd be happy to schedule a time for us to chat next week to discuss further.*

*Thank you for being open to these kinds of suggestions and for supporting my growth and development here.*

*Best,*

*Your name*