Dear [Name],

I hope this email finds you well. I'm writing to request the opportunity to explore working with an ICF-certified leadership coach. I believe that professional coaching could significantly enhance my leadership skills and contribute to my career growth within our team. The [International Coaching Federation (ICF)](https://coachingfederation.org/get-coaching/coaching-for-me/what-is-coaching/) sets standards for professional coaching, and I'm confident that working with a coach aligned with their principles would be beneficial.

Specifically, I'm interested in exploring how coaching could help me develop [mention specific area, e.g., communication skills, delegation, or performance management]. I'm eager to discuss this further and understand if this opportunity aligns with our team's goals and resources. I'm available to meet at your convenience to discuss this idea in more detail.

Thank you for considering my request. I'm excited about the potential for growth and development that coaching could provide.

Sincerely,

[Your Name]

\*If you would like to talk about what funds can be used to pay for leadership coaching, please reach out. We can help you be ready to talk about how your district can use federal and state funding to support your coaching journey.