

Dear (*insert name of decision maker*),

As part of my continued professional development with this (*insert company name*), I would like to pursue coaching to help manage my next career chapter as I embark upon/return from parental leave.

I am grateful for the support that I have received from you to date and believe that with some additional coaching support I will be able to further unlock my potential at work.

I've done a bit of research into various options and I found this particular service: www.worklifemother.com. They stood out to me because they specialise in supporting employees through parental transitions and I particularly like their approach of providing tailored 1-1 support which is what would work best for me right now.

You can read more about them here: www.worklifemother.com/returner-coaching

I believe that the coaching will benefit me to:

- Have an edge in balancing my responsibilities at work and home.
- Stay focussed on my career development at (*insert company name*) during my parental leave.
- Pro-actively manage my wellbeing during a period of change and uncertainty.
- Create and execute a plan to stay connected with my key stakeholders so I can quickly get up to speed on my return.
- Carve out time for strategic thinking and action towards my professional goals.

I am requesting that (*insert company name*) helps cover the cost of the coaching to allow me to thrive in my career. The cost of the coaching for the duration of my parental transition will be:

3 sessions of coaching and 3 months of support £1200 (excludes VAT)

Or

5 sessions of coaching and support throughout my complete parental transition £2000 (excludes VAT)

I appreciate your consideration and I look forward to hearing more about your thoughts on this request.

Many thanks,