

W-Collective

Free Resources

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Subject: Request for Funding

Hi [Manager's Name],

I trust you're well.

As you know, I'm eager to develop my professional skills so that I can continue to grow, learn and develop with the business.

I have found some coaching I think it would be really beneficial for me to access as it is specifically designed for professional women. I was wondering, could the company contribute either wholly or in part to covering the cost of the coaching?

I am attaching the course outline for you to review.

The total cost is [insert cost] and starts on [insert date].

I really appreciate your guidance.

Thank you,

[Your Name]