Good morning/afternoon \_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_, I am currently training to become a Certified Business Coach with The ILM *(The Institute of Leadership and Management)* supported by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Company name and coaching programme name)* and I am providing coaching to leaders and employees at different levels of the organisation.

As part of this new initiative by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company’s name), you have been selected to benefit from personal Business Coaching sessions.

***Why coaching?***

*Those who undertake coaching will expect to achieve appreciable improvement in productivity, satisfaction with life and work and the attainment of professional goals.*

***What can a business coach do for you?***

*A Business* ***coach*** *is a qualified professional that works with high potential team managers and leaders to help them gain self-awareness, clarify goals, achieve their development objectives, unlock their potential, and act as a sounding board.*

I currently have availability *(Mondays and Tuesdays between 10:00 am and 5:00 pm and Thursdays between 10:00 and 2 p.m.)* So, if you can check in your calendar and let me know when it would work best for you both to have our first session, that would be fantastic.

First sessions require a 15 minute intro with your manager, to make sure that we align both your team’s and your own personal goals and objectives to make sure you can achieve the most of these sessions. The session should last around 1 and a half hours to 2 hours.

Once we have agreed a date I shall send you a meeting invite, a small questionnaire and a copy of the coaching contract that we will discuss in our first session.

Looking forward to hearing from you.

***Your name***.