To: [Awesome Manager]

From: [Your Rockstar Employee]

Hi [Awesome Manager],

I’ve found a great coaching program to enhance my productivity. It’s led by Derek Henry, who has over 20 years of experience focusing on efficiency across several different industries and business functions. I’m writing to request your approval to sign up.

This will help me prioritize better, tackle big and small tasks more efficiently, and minimize wasted time so I can focus on our most valuable tasks and initiatives. [Tie into goals and strategic initiatives if applicable].

I’ve seen Derek’s approach and his tools, and they have been really helpful. I think I’ll be able to save at least a couple hours a week, but more importantly, get more work done, and share what I’ve learned with others.

You can view the details on his [coaching page](https://excelevate.co/wp/home/productivity-coaching/). The program is $750 for 4 x 50-minute sessions over the course of 1-3 months. I should easily be able to fit that into my schedule.

Thank you for considering this request. I’m happy to discuss if you’d like any further information or think others would benefit too.

Thank you!

[Your Rockstar Employee]