



[SAMPLE LETTER TO SUPERVISOR ]

*If you're interested in asking for your employer to cover your **money coaching sessions** through a professional development budget, we made a sample letter to a manager for you. (We also have a version to help you ask for a stipend for career coaching.)*

*Just delete these italics, fill in your info in the brackets, and send!*

Dear [Insert manager's name],

I am reaching out to discuss growing my personal financial skills through [coaching at Ellevest](#). Ellevest offers sessions with CERTIFIED FINANCIAL PLANNER™ pros designed to help [women/people] like me.

I am eager to participate in a session with a planner in order to work on building a solid financial foundation.

[Studies show](#) that financial wellness is positively correlated with engagement and productivity at work, while 78% of people say concern about finances distracts them at work. Meanwhile, money is the [#1 source of stress](#) for more women than men.

To provide a bit of background, Ellevest is a financial company with a stated mission to “get more money in the hands of women.” They are leaders for the financial and professional advancement of women.

It costs [price of your session/s – don't forget to include your discount in the total if you're an Ellevest member].

I appreciate your time in reviewing this request. Please let me know if you have any questions. I'm looking forward to discussing it further.

Thank you,

[Insert name]

[SAMPLE LETTER TO SUPERVISOR ]

*Interested in asking for your employer to cover your **career coaching sessions** through a professional development budget? We made a sample letter to a manager for you. (We have a version to help you ask for a stipend for money coaching, too.)*

*Just delete these italics, fill in your info in the brackets, and send!*

Dear [Insert manager's name],

I am reaching out to discuss my professional development in my role at [company name] through [coaching at Ellevest](#). Ellevest offers sessions with credentialed coaches that are designed to help [women/people] like me with their career growth.

I am eager to participate in [insert session title]. I think it could be a game-changer by helping me [improve upon my communication skills for the next project / hone my leadership skills for the challenges ahead / grow in my role here / basically, tie your reason for coaching to what you're doing at work — if you've spoken to your manager about specific challenges in your role, this would be a great place to bring them up!].

It costs [price of your session/s — don't forget to include your discount in the total if you're an Ellevest member], and I'm hoping it can be covered as an investment in my growth at [company name].

To provide a bit of background, Ellevest is a financial company with a stated mission to “get more money in the hands of women.” They are leaders for the financial and professional advancement of women.

I appreciate your time in reviewing this request. Please let me know if you have any questions. I'm looking forward to discussing it further.

Thank you,

[Insert name]