

Mentorship-Driven Leadership Improvement Plan

Date: [Insert Date]

To: [Mentor's Name]

From: [Your Name]

Subject: Leadership Improvement Plan

Dear [Mentor's Name],

I hope this message finds you well. As part of my commitment to personal and professional growth, I am reaching out to present my Leadership Improvement Plan, which I would like to develop under your mentorship. This plan outlines my goals, areas for improvement, and strategies for achieving them.

Goals:

- Improve communication skills
- Enhance decision-making abilities
- Foster team collaboration

Areas for Improvement:

- Active listening
- Feedback delivery
- Conflict resolution

Strategic Actions:

1. Attend a workshop on effective communication by [Insert Date].
2. Request feedback from colleagues on my leadership approach monthly.
3. Participate in team-building activities to strengthen relationships.

I would greatly appreciate your insights and guidance as I work on this plan. If you are available, I would like to schedule a meeting to discuss this further and establish a timeline for our mentorship interactions.

Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]