

# Executive Coaching Proposal

Date: [Insert Date]

To: [Client's Name]

Position: [Client's Position]

Company: [Client's Company]

Address: [Client's Address]

**Dear [Client's Name],**

I am pleased to present this proposal for executive coaching services tailored specifically for you and your leadership goals. With my expertise in executive coaching, I aim to support you in enhancing your leadership skills, improving team performance, and achieving strategic objectives.

## **Objective**

The primary objective of this coaching engagement is to help you develop and refine the following areas:

- Leadership Development
- Communication Skills
- Strategic Thinking
- Conflict Resolution

## **Coaching Process**

The coaching process will involve the following steps:

1. Initial Assessment and Goal Setting
2. Regular Coaching Sessions (Frequency)
3. Progress Review and Feedback
4. Final Assessment

## **Investment**

The total investment for the coaching program will be [Insert Amount], which includes [details on what the fee covers].

## **Next Steps**

If you are interested in moving forward, I would be happy to schedule a call to discuss this proposal in detail and answer any questions you may have.

Thank you for considering this proposal. I look forward to the opportunity to work together and support your professional growth.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]