

Dear [Coach's Name],

I hope this message finds you well. I am writing to formally request a coaching session to further develop my leadership skills and enhance my executive performance.

After evaluating my current goals and challenges, I believe that your expertise could be invaluable in helping me navigate these areas effectively. I am particularly interested in focusing on [specific topics or goals].

Could we schedule a session at your earliest convenience? I am available on [insert dates and times], but I am open to adjusting based on your availability.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]