

[Date]

Dear [Insert Name],

Studies show that women in the workplace experience a unique set of challenges and obstacles over the course of their career, thus requiring a different level of support for success. With this in mind, I'm interested in a program that wholistically enhances my performance as a component of my professional development.

I feel the online content courtesy of the Micro ManagHer™ Career Club would be most beneficial to me. The program is built upon the following 4 pillars:

- Personality which helps to focus on aspects of “me” that sharpen and strengthen future results
- Performance on the other hand is designed to contribute to organizational outcomes
- Potential is all about my blind spots”; those areas that I might miss or overlook but that lead to future success
- People helps me focus on strengthening, managing and sustaining relationships

Please know I am committed to continuing in my current role while completing this program and do not foresee the need to alter my schedule in any way. I am also committed to applying my knowledge in ways that will benefit [insert company name here].

As a result of completing this program, I plan to [insert outcome(s)]

The current cost associated with the program is \$588 for 12 months. If you prefer, we can certainly schedule a meeting to discuss and I will be more than happy to answer any/all questions.

I appreciate you taking a moment to consider my request as well as my future development and contribution to the overall success of the organization.

Sincerely,
[Name]