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[DATE]

Dear [ENTER MANAGER’S NAME],

I would like your approval to request funding to improve my English speaking skills at Well Said Coaching (http://www.wellsaidcoaching.com).

Well Said Coaching offers private lessons taught by Karen Schiff. Ms. Schiff is a seasoned educator and speech expert. She received her certification in Teaching English as a Second Language from UC Berkeley extension, her B.S. in Speech from Northwestern University, and her M.A. in Organizational Psychology from Columbia University.

By taking private lessons with Well Said Coaching, I will be improving my English speaking skills. These are skills that I can immediately apply to my current position at the company. For example, if my work contacts, such as co-workers and clients, can better understand and relate to me when I communicate with them, I can more effectively accomplish my current duties.

Since Well Said Coaching caters to working professionals, my lessons can be held during off-work hours. So I won’t miss work while I improve my speaking skills.

The cost of my lessons with Well Said Coaching is $[AMOUNT]. If I can answer any questions, please let me know.

Thank you for your consideration of this request.

[YOUR NAME]