Dear [contact],

I recently connected with [Dr. Kate Henry](https://katehenry.com/), a Productivity Coach & Consultant who specializes in working with academics, and I would like to bolster my professional development through 6 months of her [Success & Accountability Coaching](https://katehenry.com/success-and-accountability-coaching/) program.

As an expert in wellbeing-oriented productivity who spent 14 years in academia, Dr. Henry is one of the few consultants able to provide one-on-one coaching that will help me [concrete outcome: complete XYZ articles on time; progress to tenure; balance research, teaching, and service; etc.] through her holistic approach and evidence-based modalities for time and energy management.

Her 6-month Success & Accountability Coaching program is designed to help knowledge workers balance overlapping projects by creating research and publication schedules, addressing potential productivity obstacles, generating actionable to-do lists, and facilitating skills development that increases efficiency while avoiding burnout. In the past, she has supported academics through completing dissertations, sabbatical plans, journal article publication, tenure materials, book proposals and book projects, and more.

I believe this program will ensure that I [2 or 3 concrete outcomes that align with the university’s values/goals/mission].

The investment for Success & Accountability Coaching is $530/month for a period of 6 months. I am requesting [XYZ department]’s support to fund this venture so that I may [summary statement of outcomes listed above that align with the department’s or university’s priorities]. I look forward to sharing the techniques and strategies I learn with my colleagues as well.

I would like to begin the program on [XYZ date]. Thank you so much for your consideration, and I look forward to hearing from you.

[Closing remarks & your name]