



AMBDavis Equity
Coaching, LLC

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Email
Address

SAMPLE

Hi [Insert Name]

As you know, I am interested in professional learning opportunities that support my role in co-creating an equitable and inclusive work community.

I would like to attend [TRAINING NAME], a [WORKSHOP/TRAINING/COURSE] offered by AMBDavis Equity Coaching (www.ambdavis.com).

I'm particularly interested in this [course/training] because [BRIEFLY EXPLAIN WHY IT INTERESTS YOU/PERFORMANCE GOALS/SPECIFIC RELEVANCE TO FORMAL OR INFORMAL ROLES].

After I complete the course, I'd love the opportunity share my learning with others. My hope is that that trainings like this could [LIST ONE OR TWO BENEFITS TO YOU AND/OR THE ORGANIZATION].

The logistical details include:

- START DATE
- [TIMING - Include session dates and times]
- [PRICE?]

Can we connect to discuss the steps necessary to have this opportunity approved and funded so that I can [BEGIN/PARTICIPATE] on [DATE]? I'd like to secure my registration no later than [DATE], so I'm happy to put some time on our calendars to talk. Is there a time [TOMORROW/NEXT WEEK/ETC.] that works for you?

I appreciate your commitment to my professional growth. Thank you for your consideration.
Sincerely,

[Name]