Feel Free to Customize this to your liking:

Also: I am asked who is the best person to send this to. If there is a designee who approves all CME I would send to them (office manager, HR person etc.)   
If that person doesn’t exist, I would send this to your medical director or department chair, someone in clinical leadership who can help direct and advocate for you.

**Dear X**

**I am interested in working with Dr. Karen Leitner, a physician coach who works exclusively with women physicians. My aim is to further improve my productivity and efficiency as well as uplevel my clinical and research goals. Physician Coaching has  been shown to increase retention and decrease burnout as well as improve patient care.**

**I am attaching articles on the benefits of physician coaching as well as the financial supportive argument .**

**I would appreciate your consideration in supporting this investment.**