

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Coaching Services Proposal

I hope this message finds you well. I am writing to propose my coaching services to support [Recipient's Company/Department] in achieving [specific goals or improvements]. With my expertise in [specific coaching area], I am confident that I can provide valuable insights and strategies.

My coaching services include:

1. **Individual Coaching Sessions**: Tailored sessions aimed at personal development and professional growth.
2. **Group Workshops**: Engaging workshops focused on teamwork, leadership, and skills improvement.
3. **Ongoing Support**: Continuous access to guidance and feedback to ensure sustained progress.

I believe that my experience in [your background or credentials] aligns perfectly with the needs of your team. I would be delighted to discuss this proposal further and explore how we can collaborate for the benefit of [Recipient's Company].

Thank you for considering my services. I look forward to the opportunity to speak with you soon.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name] (if applicable)
[Your Website] (if applicable)