Sample letter for Coaching Log

*“I hope the beginning of summer finds you well.*

*As part of my ongoing commitment to the field of professional coaching, and in addition to my previous credentials earned at New York University, I am now working to become certified by the International Coaching Federation (ICF). In short, this is a certification that acknowledges I have met specific professional and ethical guidelines that are considered the industry standard.*

*The ICF requires that I submit the number of coaching hours I have accumulated to date. I am asking your permission to provide your name and the number of hours we have worked together as part of this process. Please be assured that this is 100% confidential and no content or any conversation or other record of our sessions is shared with them or any outside source. This is merely to confirm that I have in fact, completed the necessary coaching hours that the certification warrants.*

*Please let me know if I have your permission to share your name and the number of our coaching hours together. If you grant me this permission, you may be contacted by the ICF in order to confirm our engagement.*

*If you choose not to provide permission, I completely understand and respect your decision. In that instance, your name will not be included in my application.*

*I enjoyed working with you and would love to hear how things are going. And, you know, if the need arises, I'm here for you!*

*All My Best,”*

ICF, 2018