

Dear [insert supervisor name],

As you are aware, our staff could benefit from writing training. Specifically, we would like to improve in the following areas: 1), 2), etc. [Identify the skillsets you would like to improve. Some examples include “our understanding of audience and purpose,” “our ability to create a logical chain and improve document flow,” or “our understanding of paragraph and sentence structure” ...]

After doing some research, I found a provider that I believe would meet our needs well. L. Michelle Baker, PhD, author of [\*Writing in the Environmental Sciences: A Seven-Step Guide\*](#) (Cambridge UP, 2017), works with offices like ours to help environmental scientists communicate more clearly.

I believe we should contact her to discuss our writing training needs. I include her contact information below for your convenience. Please let me know if you have any questions or concerns. [optional: I am happy to take this inquiry further directly with Michelle if you prefer.]

L. Michelle Baker, PhD  
The Conservation Writing Pro  
~Communication, the key to conservation~  
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Sincerely,

[your signature line]