

Subject: Inquiry Regarding Skills Training Reimbursement

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of reimbursement for a skills training program that I am interested in attending. The program, titled [Program Name], focuses on [brief description of skills/topics covered], which I believe will significantly enhance my contributions to our team.

The training is scheduled to take place from [start date] to [end date], and the total cost is [cost of the program]. I would appreciate any information you could provide regarding the company's policies on reimbursement for such training programs and the process I should follow to submit my request.

Thank you for your time and consideration. I look forward to your response.

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]