

# Request for Cross-Training Program Participation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Participation in Cross-Training Program

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in participating in the upcoming cross-training program scheduled for [insert dates or timeframe]. I believe that this opportunity will enhance my skills and contribute to our team's overall effectiveness.

Participating in this program aligns with my professional development goals and will allow me to gain valuable insights into [specify the department/function you wish to cross-train in]. I am particularly interested in [mention any specific skills or knowledge you wish to gain].

I am confident that my involvement in this program will benefit not only my personal growth but also our team and organization as a whole.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]