

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request your approval for my enrollment in [Course Name], an online course offered by [Institution/Platform Name]. This course covers [brief description of the course content] and will enhance my skills in [specific skills or knowledge area].

Participating in this course will not only contribute to my professional growth but also benefit our team by [explain how it will help the team or company]. The course is scheduled to begin on [start date] and will run for [duration of the course]. The total cost of the course is [course fee].

I believe this investment in my professional development aligns with our team's goals, and I am committed to applying what I learn to our ongoing projects.

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

Sincerely,

[Your Name]

[Your Contact Information]