

Professional Development Funding Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [Manager's Name],

I am writing to formally request funding for my participation in the [Name of Training Program] scheduled for [Dates of Training Program] at [Location or Virtual]. This training will focus on [Brief Description of Program], which I believe will greatly enhance my skills and contribute positively to our team's goals.

The total cost for the program is [Total Cost], which includes [Breakdown of Costs]. I am confident that this investment in my professional growth will lead to [Specific Benefits to the Company/Team].

I appreciate your consideration of my request and look forward to discussing it further. Thank you for your support.

Sincerely,

[Your Name]