

Request for Upskilling Program

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Participation in Upskilling Program

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in participating in the upcoming [Name of the Upskilling Program] scheduled for [Insert Dates]. This program aligns well with my professional development goals and will enhance my skills in [specific area].

Participating in this program will not only benefit my personal growth but also contribute to our team's objectives by [briefly explain how it will help the team or company]. I believe that the knowledge and skills gained from this experience will lead to increased productivity and efficiency in my role.

I kindly request your approval for my participation in this program. Thank you for considering my request. I am looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]