

Request to Attend Sales Training Event

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval to attend the upcoming sales training event scheduled for [date] at [location]. This training presents a valuable opportunity for me to enhance my skills and contribute more effectively to our team.

The event will cover essential topics such as [briefly list topics], which I believe will directly benefit our sales strategy and improve our overall performance. I am confident that the knowledge and skills I will acquire can be shared with the team, fostering collective growth.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]