

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request additional training resources that I believe would greatly enhance my skills and contribute to our team's success. As a [Your Position] at [Company/Organization Name], I have identified several areas where further training would be beneficial, specifically in [mention specific skills or areas of training].

Access to these resources will not only assist me in my personal development but also ensure that I can deliver even higher quality work and support our team's objectives. I have researched several options and would appreciate your consideration of [mention specific resources, courses, or training programs].

Thank you for considering my request. I'm looking forward to discussing this with you further.

Sincerely,
[Your Name]
[Your Position]