

# Apprenticeship Training Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to my apprenticeship training program.

Due to [briefly explain the reason for adjustment, e.g., personal circumstances, health issues, etc.], I believe that a revision of my current training schedule would be beneficial. Specifically, I would like to request [describe the adjustment you are seeking, e.g., a change in hours, location, or type of training].

I am committed to completing my apprenticeship and making the most of this learning opportunity. I believe that this adjustment will help me achieve my training goals more effectively.

Thank you for considering my request. I am looking forward to your understanding and support. Please feel free to contact me if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]