

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming training session that your company is offering on [Training Topic] scheduled for [Date].

As [Your Position] at [Your Company], I believe that attending this session will greatly enhance our understanding and use of your products/services. We are committed to ensuring our team is well-versed in the latest practices and innovations.

Please let me know the process for registering for the training and any associated costs. I look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]