

Subcontractor Orientation Training Request

Date: [Insert Date]

To: [Training Coordinator's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Training Coordinator's Name],

I am writing to formally request participation in the upcoming Subcontractor Orientation Training scheduled for [Insert Date]. As a subcontractor working on [Project Name], it is essential for our team to be aligned with the company's policies, safety protocols, and project expectations.

We believe that this training will equip our team with the necessary knowledge and tools to contribute effectively to the project's success.

Please confirm our registration and provide any additional details regarding the session format and requirements.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]