

Advocacy for [Teammate's Name] in Specialized Training Session

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Dear [Recipient's Name],

I am writing to advocate for the inclusion of my teammate, [Teammate's Name], in the upcoming specialized training session on [Topic/Skill]. As we continue to enhance our team's capabilities, it is crucial that we invest in developing our members who show exceptional potential and dedication to our goals.

[Teammate's Name] has consistently demonstrated outstanding performance in [specific tasks or projects]. Their ability to [specific skills relevant to training] would not only benefit their professional growth but also enhance our team's overall effectiveness.

Inclusion in this training will provide [Teammate's Name] with essential skills that align with our current projects, particularly in [mention any relevant project or objective]. I believe that this opportunity will enable them to contribute even more significantly to our team's success.

Thank you for considering this request. I am confident that investing in [Teammate's Name]'s development through this training will yield positive results for our entire team.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]