

Request for Participation in Training Workshop

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request permission to participate in the upcoming training workshop titled "[Workshop Title]" scheduled for [Dates] at [Location]. I believe this workshop will significantly enhance my skills in [specific skills/areas relevant to your job or professional development].

The workshop will cover [briefly describe key topics or objectives of the workshop], which aligns with my current responsibilities in [your department or role]. Participating in this training will not only benefit my personal development but also contribute to the overall success of our team.

I kindly ask for your support in allowing me to attend this workshop. I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]