Application Support Training Proposal

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit a proposal for the Application Support Training program aimed at enhancing the skill set of your team. Our training program is designed to provide comprehensive knowledge and practical experience in application support, ensuring that your staff is equipped to handle operational challenges effectively.

Training Objectives

- Understand key concepts of application support.
- Gain practical experience with troubleshooting techniques.
- Learn best practices for support workflows.
- Enhance communication skills for better customer interaction.

Proposed Training Schedule

The training will take place over [number] sessions from [start date] to [end date], with each session lasting [duration].

Investment

The total cost for the training program will be [insert amount], which includes materials, resources, and follow-up support.

We believe that this training will be instrumental in improving your team's efficiency and productivity. We look forward to the opportunity to work together.

Thank you for considering our proposal. Please feel free to reach out if you require any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]