

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the Learning and Development Allowance as outlined in our company policy. I am eager to enhance my skills and contribute more effectively to our team.

Naturally, I believe investing in my professional development will lead to improved performance and innovation within our projects. Specifically, I am interested in [briefly describe the course, workshop, or training program you wish to attend].

The total cost of the program is [amount], and I am requesting reimbursement through the Learning and Development Allowance. I have attached any relevant documentation for your review.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]