

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding scheduling a training session on [specific topic or skill].

As discussed, I believe that further training in this area will greatly benefit our team's productivity and overall performance. I would appreciate it if we could arrange a session at your earliest convenience.

Please let me know your available dates and times, and I will do my best to accommodate.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]