

Proposal for Participation in External Training Workshop

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to propose our participation in the upcoming [Name of Workshop] scheduled for [Dates] at [Location]. This workshop focuses on [Brief Description of Workshop Topics/Goals] and presents an excellent opportunity for our team to gain valuable insights and skills relevant to our operations.

Our objectives for attending this workshop include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We believe that the knowledge and networking gained during this event will significantly contribute to our goals of [Briefly Mention Organizational Goals/Benefits].

The total estimated cost for participation, including registration, travel, and accommodation, is approximately [Insert Cost]. We are confident that this investment will yield substantial returns in terms of enhanced productivity and innovation within our organization.

We kindly request your approval to proceed with the registration process. Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]