

Request for Approval for External Training Workshop

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval to Attend External Training Workshop

Dear [Manager's Name],

I am writing to formally request your approval to attend an external training workshop titled "[Workshop Title]" scheduled for [Workshop Dates] at [Location]. The workshop is organized by [Organizing Body], and it aims to enhance skills in [Briefly describe the skills or knowledge to be gained].

Attending this workshop would greatly benefit both my professional development and our team's performance by [Explain how it would benefit your organization]. The total cost of the workshop is [Insert Cost], which includes [Detail what the cost covers, e.g., registration, materials, etc.].

I believe that the insights gained from this training will help us [Insert specific goals or projects related to the training]. I am looking forward to your favorable response to this request.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]