

# Consultancy Training Enrollment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request enrollment in the upcoming consultancy training program that your organization is offering. After reviewing the curriculum and objectives of the program, I believe that it would greatly enhance my skills and contribute positively to my career.

Please let me know the steps required to complete my enrollment, including any necessary forms and deadlines. I am looking forward to the opportunity to participate in this training and further my professional development.

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

Sincerely,

[Your Name]