

Request for Participation in Consultancy Training Session

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming Consultancy Training Session scheduled for [Insert Date of Training]. I believe that this training will be immensely beneficial in enhancing my skills and improving our consultancy practices at [Your Company Name].

Attending this session will provide me with valuable insights and strategies that I can implement within our team, ultimately leading to improved performance and results.

I kindly ask for your approval to attend this training. Thank you for considering my request. I am looking forward to your positive response.

Sincerely,
[Your Name]
[Your Position]