

Dear [Trainer's Name],

I hope this message finds you well. I am writing to express my interest in participating in the upcoming internal training session on [Training Topic] scheduled for [Date].

As I am keen on enhancing my skills and contributing to our team's success, I believe that this training will provide me with valuable insights and knowledge.

Please let me know if there are any prerequisites or additional information needed from my side to facilitate my participation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]