

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department/Team]
[Your Company Name]

To: [Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I am writing to formally request approval for my participation in [name of the training program, workshop, or conference] scheduled for [date(s)]. This opportunity will enable me to enhance my skills in [specific skills or knowledge area], which I believe will significantly benefit my work and our team's objectives.

Details of the Professional Development Opportunity:

- Program/Workshop Title: [Title]
- Date: [Insert Date]
- Location: [Insert Location/Online]
- Cost: [Insert Cost]

I believe that the knowledge gained from this experience will allow me to contribute more effectively to our ongoing projects, as well as support my growth within the company.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,
[Your Name]
[Your Contact Information]