

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for my participation in a training program aimed at enhancing my skills in [specific skill or area]. This program is scheduled to take place on [dates] and will be held at [location or online].

This training is particularly relevant to my role as [your current job title] and will equip me with [mention specific skills or knowledge you hope to gain]. I believe that the skills gained through this training will directly contribute to our team's objectives and improve our overall productivity.

The total cost for this training is [cost], which includes [any relevant details about what the cost covers]. I am confident that this investment will yield significant returns for our department and the company as a whole.

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

Sincerely,

[Your Name]

[Your Contact Information]