

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval to attend the mandatory training course titled "[Course Name]" scheduled for [Date] at [Location]. This training is essential for [briefly explain the purpose of the training and its importance to your role or organization].

As part of my commitment to [mention your role or project], I believe that participating in this training will enhance my skills and enable me to contribute more effectively to our team. I understand the necessity of this course and its implications for compliance and professional development.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]