

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[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 your approval for my enrollment in an online course titled "[Course Title]" offered by [Institution/Provider]. The course covers [briefly describe course contents] and aligns with our team's goals and my professional development plan.

Participating in this course will enhance my skills in [specific skills or knowledge], which I believe will contribute positively to our projects and initiatives. The course duration is [duration] and costs [cost]. I am confident that the insights gained will allow me to better [mention how it will benefit your team or company].

Thank you for considering my request. I would be happy to discuss this further and address any questions you might have. I look forward to your positive response.

Sincerely,  
[Your Name]