

Training Request for Equal Opportunity Employment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request training related to Equal Opportunity Employment (EOE) for our team. As [Your Position], I believe that enhancing our understanding of EOE principles is vital for fostering a diverse and inclusive workplace.

The objectives of the training are to:

- Understand the key principles of Equal Opportunity Employment.
- Recognize and mitigate unconscious biases in the workplace.
- Learn effective strategies for promoting diversity and inclusion.

I would appreciate your support in organizing this training session at your earliest convenience. Please let me know when we can meet to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]