

Request for Training on Mental Health First Aid

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request training on Mental Health First Aid for our team at [Your Company/Organization]. As mental health awareness continues to grow, we recognize the importance of equipping our staff with the skills to support individuals facing mental health challenges.

We believe that this training will not only benefit our employees but also create a supportive environment that enhances overall workplace morale and productivity.

We would appreciate your guidance on available training programs, costs involved, and any recommended dates for conducting the sessions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]