

Fitness Trainer Approval Request

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request approval for my current fitness trainer, [Trainer's Name], to conduct training sessions for [specify purpose, e.g., personal training, fitness classes] within our organization.

[Trainer's Name] holds [mention certifications and qualifications] and has extensive experience in [mention relevant experience or specialties]. I believe that their expertise will greatly benefit our team and promote a healthier lifestyle among employees.

Please let me know if you need any further information or documentation to process this request. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]