

Language Course Approval Request

Date: [Insert Date]

To: [Employer's Name]

Company: [Employer's Company]

Address: [Employer's Address]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request your approval to enroll in a [specific language] course that I believe will significantly enhance my skills and contribute to our team's success.

The course will take place from [start date] to [end date], and it encompasses [brief description of the course content]. I am confident that the skills I will acquire will be beneficial in my role, enabling me to [mention specific ways the course will help in your job].

The total cost of the course is [insert cost], and I believe this investment will yield substantial returns for our department and the company as a whole.

I would greatly appreciate your support in this matter and look forward to your favorable response. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]