

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]

IKEA [Store or Department Name]  
[Store Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request training opportunities that could enhance my skills and contribute to my role within IKEA.

I am particularly interested in [specific training topics or skills], as I believe they would not only benefit my personal development but also align with the goals of our team.

If possible, I would appreciate the chance to discuss this further. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position]