

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

[Recipient's Name]
[Recipient's Position]
[Church Name]
[Church Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in participating in the upcoming leadership training program organized by [Church Name] for members of our congregation.

As a dedicated member of our church community, I believe that developing leadership skills is essential for serving others and fulfilling our responsibilities within the Church. I am eager to learn from experienced leaders and gain insights that will help me contribute more effectively to our congregation and its mission.

I would appreciate any additional information regarding the training program, including dates, times, and any materials I may need to prepare. Please let me know if there are specific requirements or prerequisites for participation.

Thank you for considering my request. I look forward to the opportunity to deepen my understanding of effective leadership within our faith community.

Warm regards,

[Your Name]

[Your Position/Role, if applicable]

[Your Ward or Stake, if applicable]