

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request training on [specific training topic or skill] for [myself/team/department].

The training is crucial for [brief explanation of the reasons or benefits, e.g., improving skills, enhancing productivity, meeting compliance requirements] and I believe it will significantly contribute to our success.

I would appreciate your guidance on the available options, including the preferred format (in-person, virtual), duration, and potential costs involved.

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

Best regards,

[Your Name]
[Your Position]