

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Training Request for [Specific Training Program/Topic]

I am writing to formally request training in [specific skill or area] that I believe will greatly benefit my professional development and contribute to our team's success at [Company/Organization Name].

I am particularly interested in the following aspects of the training:

1. [Aspect 1]
2. [Aspect 2]
3. [Aspect 3]

The reason for this request is rooted in [brief explanation of why training is needed, e.g., improving skills, recent changes in the industry, personal career goals].

I have researched several training programs, and I believe that [Recommended Program/Provider] would be an ideal choice due to [reasons for selection, e.g., reputation, curriculum, benefits].

I appreciate your consideration of my request and look forward to discussing it further.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Department]