

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Formal Training

I hope this message finds you well. I am writing to formally request approval for participation in [specific training program/course name] scheduled on [date(s)] at [location/online].

The objectives of this training are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I believe that attending this training will greatly enhance my skills in [specific area] and contribute positively to our team's objectives. Furthermore, the knowledge gained will allow me to [explain how it will benefit your work or the company].

The estimated cost of the training is [amount], which includes [breakdown of costs if necessary]. I am confident that this investment will yield significant returns for our department by [explain potential outcomes].

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

Sincerely,

[Your Name]  
[Your Job Title]