

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

Dear [Recipient Name],

I am writing to formally request approval for external training that I believe will significantly enhance my skills and contribute positively to our team's performance.

The training program is titled "[Training Program Name]" and is scheduled to take place from [Start Date] to [End Date] at [Location/Provider]. The focus of this training includes [Brief Description of Training Content and Objectives].

Participating in this training will [Explain How It Will Benefit Your Role and the Company]. The total cost for the training is [Cost Amount], which covers [List of Covered Expenses, e.g., tuition, materials, travel].

I have attached additional information regarding the training for your review. I would appreciate your consideration of this request and am happy to discuss it further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]