

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

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request attendance at [specific training program or workshop] scheduled for [dates] in [location]. This training will focus on [briefly outline the training topic], which I believe will greatly enhance my skills and contribute to our team's objectives.

[Optional: Include any relevant details about the training, such as costs, duration, and any anticipated benefits to the company.]

I am confident that this training will allow me to [mention specific skills or knowledge you hope to gain]. I believe that investing in this opportunity will not only benefit me personally but will also positively impact our team's performance and the company as a whole.

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

Sincerely,

[Your Name]  
[Your Job Title]