

Subject: Training Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval to attend [Training Program/Course Name] scheduled for [Dates] at [Location/Platform].

This training will focus on [brief description of the training content and objectives], which I believe will significantly enhance my skills in [relevant area] and contribute to our team's goals.

The total cost for the program is [Cost], and I am confident that the investment will yield [mention potential benefits to the team or organization].

Please let me know if we can discuss this further or if you need any additional information.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]