

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Team Leader's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Team Leader's Name],

I hope this message finds you well. I am writing to formally request training opportunities that I believe would significantly enhance my skills and contribute to our team's goals.

I am particularly interested in [specific training program or topic] as it aligns with my current responsibilities and our team's objectives. I believe that this training would not only benefit my personal development but also enable me to contribute more effectively to our projects.

I appreciate your consideration of my request and am happy to discuss it further at your convenience.

Thank you for your support.

Sincerely,

[Your Name]
[Your Job Title]