

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

Dear [Recipient Name],

I am writing to formally request training for [Staff Member's Name/Department] in [specific area or topic of training] that will take place on [dates of training] at [location or online platform].

The objectives of this training are to [briefly outline the goals, benefits, and relevance of the training]. I believe that investing in this training will [explain how it will enhance skills, improve performance, or contribute to organizational goals].

The total cost of the training is [insert cost] which covers [list what the cost covers, e.g., materials, registration, etc.]. I am confident that this investment will yield valuable returns for our team and organization.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]