

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for training that I believe will significantly enhance my skills and contribute positively to our team's performance.

The training I am interested in is [Name of Training/Workshop/Program] scheduled for [Date(s) of Training]. This program focuses on [brief description of the training, including key topics and skills to be learned].

I believe that by participating in this training, I can [explain how the training will benefit your work and the team, such as improving efficiency, gaining new skills, or contributing to specific projects]. Additionally, this aligns with our department's goals of [mention any relevant department or company objectives].

The estimated cost for the training is [amount], which covers [mention any specific costs like registration fees, materials, etc.]. I am confident that this investment will yield a fruitful return for our team and organization.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and explore how we can make this beneficial for both my professional development and the team's objectives.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]