

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

[Recipient's Name]
[Recipient's Title]
[Department of Labor]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Training Request

I am writing to formally request training support from the Department of Labor. [Briefly explain the purpose of the training and its relevance to your job or organization].

The details of the training are as follows:

- ****Training Program:**** [Name of Training]
- ****Date(s) of Training:**** [Start and End Dates]
- ****Location:**** [Training Venue/Method (Online/In-Person)]
- ****Number of Participants:**** [Number of individuals attending]

I believe that this training will provide [mention benefits, e.g., improved skills, compliance with regulations] and significantly enhance our team's effectiveness.

I kindly ask for your support and approval for this training request. Thank you for considering our application. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]
[Your Organization Address]
[City, State, Zip Code]