

[Your Name]  
[Your Job Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Manager's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Employee Training Approval

I hope this message finds you well. I am writing to formally request approval for training that I believe will benefit both my professional development and our team's objectives.

Training Course: [Title of the Training]

Provider: [Name of the Training Provider]

Date: [Start Date - End Date]

Location: [Location of Training or Note if Online]

Cost: [Total Cost of the Training]

This training covers valuable skills such as [mention key skills or topics], which directly align with our current projects and goals. I am confident that the knowledge and expertise gained will enhance my contributions to the team and improve our overall productivity.

I would appreciate your consideration of this request and look forward to discussing it further. Thank you for your support.

Sincerely,

[Your Name]  
[Your Job Title]