

Formal Request Letter for Training

Subject: Request for Training Approval

Dear [Manager/Supervisor Name],

I am writing to formally request approval to attend the [Training Program Name] scheduled on [Dates] at [Location]. This training covers essential topics in [Skill/Field] that will enhance my abilities and contribute to the goals of our team.

I believe that the knowledge and skills gained will directly benefit our projects and improve overall productivity. I kindly request your approval to attend and any necessary support for enrollment.

Thank you for considering my request.

Sincerely,

[Your Name]

[Position]

[Department]

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