

Informal Email Request for Training

Subject: Request to Attend Training Program

Hi [Manager Name],

I hope you are doing well. I wanted to request permission to attend the [Training Program Name] on [Dates]. The training focuses on [Topics/Skills], which I believe will help me perform better in my current role.

Please let me know if it's possible to get approval for this. I appreciate your support.

Best regards,

[Your Name]

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