

Formal Group Training Request Letter

Subject: Request for Team Training Approval

Dear [HR/Manager Name],

I am writing to request approval for our team in [Department] to attend the [Training Name] from [Dates]. The training will provide essential skills in [Skill/Area] that are directly applicable to our current projects.

Attending as a group will enhance team collaboration and performance. We kindly request your approval and support for this initiative.

Sincerely,

[Your Name]

[Team Lead/Manager]

[Department]

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