

Informal Training Proposal Email for New Software Adoption

Subject: Suggestion for Training on [Software Name]

Hi [Manager/Team Lead],

I would like to propose a short training session for our team on [Software Name] to improve efficiency and reduce errors. A 2-hour workshop should be enough for everyone to get comfortable with the basics.

This will help us streamline daily tasks and avoid frequent troubleshooting. Please let me know if we can schedule this next week.

Best regards,

[Your Name]

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