

Professional Training Proposal Letter for Customer Service Enhancement

Subject: Proposal for Customer Service Training

Dear [HR/Training Department],

I am proposing a customer service training program for our front-line staff to enhance client satisfaction and brand reputation. The program will focus on communication skills, conflict resolution, and service excellence.

A structured schedule over [timeframe] is recommended, with assessments to measure effectiveness. Your approval and support to proceed will be greatly appreciated.

Sincerely,

[Your Name]

[Position]

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