

Date _____

Dear Ms. Sarah,

I am writing this letter to request your permission to attend a training session, from 1st August 200X till 9th August, 200X.

I have been working as an assistant marketing manager at ABC Limited for over three years. I believe that constant training and development aids in the improvement of skillset as well as leads to career progression. For my career advancement and higher chances of promotion, learning XYZ software is critical. As you know, it is the latest software in the industry, that has become an essential part of the success of marketing strategies and tactics.

A well-known marketer, Mr. [X], is offering a training workshop, specifically for teaching the functionality of this software. The workshop will start on 1st August 200X, and end on 9th August 200X. I am interested in this workshop and want to learn this latest software. However, I need your permission to attend it, as it will be a full day, every day, workshop, which means I will be needing off days for its duration. In addition, I want to request you to cover its expenses, which will be \$(X).

I assure you that after this workshop, I will cover all the pending work. I also believe that the effects of this training course will certainly reflect in my work and productivity.

Kindly, accept my request for leave, and fund this training course. I will be highly grateful to you.

Thank you in advance.

Regards,

Emily John.

Sample Request Letter To Attend Training

Michael Hoelscher



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