

Name of Employee
Address of Employee
City, State, Zip Code

DATE

Name of Official
Position of Official
Company's Name
Company's Address
City, State, Zip Code

RE: Opportunity for Training

Dear [Name of Employer]:

This letter is a formal request for you to consider allowing me to take [X number] working days from [date] to [date] in order to attend a Certification training for [Name of Course]. The course is being offered by [Name of Training Provider] and is key to helping me [main objective of taking Certification and how it can benefit the company, for example...] gain a deeper understanding of how to apply [name of subject matter or domain] to my area of work and identify new opportunities for growth. The cost of the seminar is [total cost in your local denomination].

[Optional but recommended paragraph] My supervisor, [Name of Supervisor], recommended that I consider the training seminar because he believes [state convincing reason why your superior recommends you for the Certification]. OR, share a convincing reason why this specific course is unique/essential to your area of work].

[If possible, enhance your proposal with evidence showing your interest in the subject matter, for example: name previous conferences, workshops or Certification trainings you have attended that are relevant to the Course you wish to take].

During my three day absence from work, my colleague [Name of Colleague] will oversee my work. Thank you for considering my request. I would be happy to discuss the details of the Certification with you at any time. I can be reached at [phone number] or at [email address]. The closing date for registration for the seminar is [date].

Sincerely,
[Signature of Employee]

Printed Name of Employee