

Heartfelt Training Approval Request

Subject: Request for Approval to Attend [Training Name]

Dear [Recipient's Name],

I am deeply committed to enhancing my skills in [Skill/Field] and came across [Training Name] that aligns perfectly with my development goals. I sincerely request your approval to attend this training. Your support will mean a lot and help me contribute more effectively to our team. I am willing to adjust my schedule to ensure no disruption in my duties.

Thank you for considering my request.

Warm regards,

[Your Name]

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