

Dear [recipient]

I am writing to inform you of my interest in pursuing additional training to support my current position. I've realized that there are certain areas in our [marketing/branding/sales/etc] department that could benefit from the training I wish to pursue. Specifically, I see a need for leveling up in [sales/ profitable relationship-building/sales efficiency/sales velocity/sales volume/revenue generation/partnership development/etc]. I am requesting that the organization help cover the cost of the training to allow me to help meet this need.

I've identified a class that not only is highly regarded, but is a very compact two-hours long and quite affordable, especially given its historical value to participants.

- ["The Art of New Business with Kim Mackenzie"](#)

Live, online class: [Date] [current pricing]

Pre-recorded class: [current pricing]

I am committed to my current job and look forward to increasing my value to [company] once this training is complete. I also do not feel that this training would interfere with my day-to-day work life. Please let me know your thoughts and if you have any further questions.

I appreciate your time and consideration in this matter.

Sincerely,

[Your Name]