



\_\_\_\_\_ (Company's Name),  
\_\_\_\_\_ (Company's Address)

Date: \_\_/\_\_/\_\_\_\_ (date)

Subject: Request for attending training session

Respected Sir/Madam,

Through this letter, I would extend my interest in the training program which is being conducted in your reputed company/ organization i.e. \_\_\_\_\_ (mention). I am \_\_\_\_\_ (mention your name) and I am currently \_\_\_\_\_ (working/ studying) in \_\_\_\_\_ (mention). I got to know that your company/ organization is organizing a training session for \_\_\_\_\_ (mention motive of training).

I would like to inform you that I am willing to join the training program. I shall be highly obliged if you could approve my request and allow me to attend the training. You may contact me at \_\_\_\_\_ (mention contact number).

Thanking you,

\_\_\_\_\_ (your signature)

\_\_\_\_\_ (your name)

## COVER LETTER

*“A cover letter is a single-page, short document that you send with your resume or CV. It is usually the front page and, therefore, it is the first thing a hiring manager will see and read about your application!”*

**Make sure there are NO spelling, grammar, or punctuation mistakes in your cover letter. If there are any mistakes, your application will get rejected because it demonstrates a lack of attention to detail skills.**

**Be polite, professional, and courteous in your cover letter.  
Good manners help to create a positive first impression.**

**Make sure you include your direct contact details on your cover letter, including your mobile number and email. Make sure your answerphone message is professional sounding. If the hiring manager calls you to invite you to an interview, and your answerphone message is unprofessional, they could hang up!**

**Include several key strengths in your cover letter that prove to the hiring manager you will be able to ADD VALE to their company in the role.**