Date

Dear Mr. Joseph,

I am writing this letter to request you for first-aid training, that will start from 1st July 20XX, and end on 15th August, 20XX.

As I work in the production unit, I often have to handle various accidents and injuries of the workers, who get injured during the work. Being a manager, I ensure that the working environment is safe, yet employees often become careless, and accidents occur. In such instances, we have to rush the employees to the hospital, which costs money to the company.

I have thought of an alternative to avoid these extra costs in the long term. As I am not directly involved in the production, if I have the first-aid training, I can handle the basic medical care, when an accident occurs.

The first-aid training, that I am requesting you for, has a one-time cost of $[X], which is quite a competitive rate. In addition, my working hours will not get affected, as the training is on the weekends only.

If you want to arrange a training yourself or have any questions regarding this training program, please feel free to contact me at [X]. I am attaching the program brochure with this letter as well.

Kindly, accept my request soon, as the number of injuries being reported is quite high these days due to the high seasonal demand. I will ensure that the money invested will not go to waste, rather you will be able to save money on the hospital bills.

Thank you.

Regards,

Steven John.