Date

From:

Name of the sender:  
Sender's designation:  
Name of the company:

To:

Recipient's name:  
Name of the recipient's company:

**Subject: Proposal letter for training**

Respected Mr. ABC,

I am Mr. Adams, who is working as a teacher’s trainer in a well-reputed institute. I have organized many training sessions with the teachers at your school. My main aim was always to make them better teachers, as well as human beings, and I can proudly say that I have seen many teachers teaching in their best possible way because of my training.

I want to organize a training and development coaching session in your school. In this session, I and my team would like to give important interactive lectures regarding different teaching techniques, class management strategies, and much more. The goal of the entire training session is to ensure that every attendee learns something useful out of it and can be able to implement it in their real life

The total fee for the entire session will be 1000$. We will use the personal tools needed for making our lectures more interactive.

I hope that you will accept my training proposal as professional guidance and training of teachers should never be stopped. If you are interested in this proposal, feel free to contact me on 363436634 or email me at (mention your email address).

Yours sincerely,

Signatures

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