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 an assistant director in XYZ company. This letter is being written to let you know that I will be giving training to the staff of ABC company regarding the development of personal and professional communication skills. The training session will be held on 16th April 2022.

I am very happy to see all my students giving their best in their personal and professional lives because of the skills they learned from me.

Being the trainer, I would like to give you special training regarding developing communication skills as it has become integral these days to have great interpersonal skills if you want to be successful in your career.

I need your support in organizing this program and I believe that this program will be beneficial for all the people working in your company.

I hope that you will consider my request and therefore, look for very positive responses from you.

Yours sincerely,

Signatures

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