Date:

To:

Name of the company,  
Address of the company,

From:

Name of the company,  
Address of the company,

**Subject: worker training program proposal**

Respected sir,

Thank you so much for considering (mention the name of the company). We strongly believe that the success of any business depends on its employees. Therefore, we provide strong and tailored training to employees working in different organizations.

As you know, the professional growth and development of workers at every level are crucial. It not only helps them grow but also contributes to the development of the company.

We are professional people in the area of training employees and our proven skills have given us so much confidence to write this offer letter. We hope that we can work together for the betterment of employees so that they can develop new skills and learn new things. The scope of the training project has been outlined in the project plan attached with the proposal. We are ready to meet you in person and discuss the project and its scope with you in detail.

In case you have any confusion, feel free to contact us. We are looking forward to your response. Thank you so much for your consideration.

Regards,

Signatures