<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date of Application>>

Time uest

Dear <<Name of manager / emplo​

In accordance with my legal right t​ ​for training, I would like to make a request to undertake the following​ ​matter of study/training>>.

It is anticipated that this study/train <<where and when the proposed study/training would take place>>.

The study/training would be provid <<E.g. training provider/manager>>.

[The study/training will lead to the details of qualification>>.]

I think the proposed study/training ness in the Company's business because <<insert reason(s)>> and Company's business because <<insert reason(s)>>.

The date of this application is <<in​

I have [not] applied for previous tim​ ​ert date and method of previous applications if applicable>>]

I look forward to hearing from you

Yours sincerely

<<Name & Title>>