Date

**Request Further Training**

*NB. First check that your requests are reasonable by referring to Fair Work.*

Dear Manager/Supervisor Name,

I am writing to request access to further training at Company Name.

I have greatly enjoyed working at Company Name for the past X months/years and I believe I have become an integral member of the team.

However, I feel that I would benefit from additional training in customer service/managing conflict/dealing with difficult customers/etc. I would therefore appreciate the opportunity to meet with you to discuss opportunities for further training.

Once again, I am grateful to be a member of this Company Name and if you require more information, I can be contacted on mobile/email.

Yours sincerely,

Your Name