Dear ***[Name]***,

I would like to request approval for a corporate training session on ***[Session Name]*** for the ***[Team Name]*** team. The training is offered by the Global Excel Summit, the world’s leading Excel conference, allowing access to world-class instructors and industry experts.

The training is designed to enhance productivity, optimize operations and provide teams with practical tools and actionable insights. The course covers a broad range of practical content, including:

* ***[List of key topics covered by the training, e.g. automation, data visualization, financial modelling]***

I believe this training will benefit the ***[Team Name]*** team by providing access to cutting-edge Excel techniques, that will improve efficiency and empower them to tackle complex tasks with confidence.

Additionally, this CPD-accredited event will add points to individuals’ Continuing Professional Development record, showcasing long-term investment in their skills and proficiency.

I have provided a breakdown of the requested time and budget below. Please let me know by [date] if I can proceed with this opportunity.

***[Timing, Location, Key costs, etc.]***

Additional information about the Global Excel Summit training options can be found [here](https://globalexcelsummit.com/corporate-training).

Kind regards,

***[Name]***