Enter the date

Your Name

Company Name

Company Address

Telephone

Fax

Email

Supervisor’s Name

Company Name

Company Address

CC/BCC Block:

Enclosure:

Dear Supervisor’s Name:

I hope this message finds you well. I'm writing to express my keen interest in attending Eno's **Transportation Mid-Manager** leadership course and to kindly request your nomination for this valuable opportunity.

Participating in this course will contribute significantly to my professional growth and development, as well as have a positive impact on our organization. Eno's leadership courses are renowned for their comprehensive curriculum, focusing on essential leadership skills such as innovation, collaboration, communication, talent acquisition, and organizational performance.

I have thoroughly researched the logistics and associated costs and have prepared a detailed proposal outlining course details, including dates, duration, location, and estimated expenses. I am committed to applying the skills and knowledge acquired to benefit our organization and share my learnings with our team to help us achieve our collective goals.

Your support in nominating me for this training would be invaluable to my personal and professional growth. I firmly believe that investing in this leadership course will yield significant short- and long-term returns for our organization.

Thank you for considering my request. I would greatly appreciate the opportunity to discuss this further with you at your earliest convenience.

Sincerely,

Your Name

Title