

Request to attend a Dale Carnegie® Class

Dear [Approving Manager],

I am writing to request your approval to attend the Dale Carnegie® Skills for Success Class, taking place _____ at _____. This class is will help me master the communication skills necessary to strengthen interpersonal relationships, develop a commanding attitude, and instill confidence and enthusiasm here at _____. You can find more information at www.dalecarnegiecny.com

What I will Learn

I will Learn how to build trust and motivate people to act. Gain ways to project an enthusiastic attitude, communicate logically, clearly and concisely; and energize and engage listeners. I will also discover ways to manage stress and minimize worry, encourage positive thinking, and commit to continuous improvement.

Why I want to learn it

I will be better equipped to perform as an influential communicator, problem-solver and focused leader. I'll learn to strengthen interpersonal relationships, manage stress and handle fast-changing workplace conditions. And I'll develop a take-charge attitude initiated with confidence and enthusiasm.

How it will help (your company here)

I will learn how to tackle complex challenges, expand your ingenuity, and excel in building team harmony. I will use the new skills to become a more persuasive communicator, securing my place as a valued contributor. After completing the class I will inspire others to take initiative and innovate right beside me!

I plan to return with both valuable and actionable insight on Leadership skills and how they influence the culture of our organization. I would appreciate your approval as soon as possible in order to secure my spot in the class.

Sincerely,

[Name]

[Title]