

Your work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter  
Describe the training course you want to do  
Explain what the company could do to help you  
Say how the course will be useful for your job

Dear Mr. Khalafi

I'm writing to explain why I am willing to participate in give a reason-  
for get in a new packaging workshop. This is a four-week course at Dartmouth College in Hanover from 20 April to 18 May 2020. The career that I pick is English and for the people with relevant  
career/who work related at least two years.

This plan instruction is training to wrap up different packages like wood, glass, plastic and paper. The GTX Company cause a-  
situation offers this course factories' to paper and carton factory's  
employees and administer administrators them with 20% decrease /concession/discount.

As you know if I take this schedule class/course/program we would be  
able to develop our activities and actually be the first capable company in this country being more skilful and stronger er than our competitors. I need your admission permission to improve my knowledge alongside/in keeping with our goals.

Yours sincerely,

Niloofer Yadegari