Dear [Manager's Name],

I am writing to express my interest in participating in professional development and training opportunities and to request your support in securing these resources.

As an administrative professional, I am committed to staying current and continually improving my skills to better serve our team and organization. I believe that investing in training and development is a key factor in driving success and achieving our business goals.

There are many benefits to investing in professional development for both the individual and the organization. Training can increase efficiency, improve customer service, and enhance the skills and knowledge of the team. These improvements can lead to increased productivity and profitability, resulting in a positive return on investment.

I have identified a few specific training opportunities that would be valuable to our team and me. These include [list training programs or courses]. I would happily work with you to create a customized training plan that aligns with our budget and business objectives.

Thank you for considering my request. I look forward to discussing this further and finding ways to invest in the ongoing development of our team.

Sincerely,

[Your Name]

\*We hope this letter is helpful as a starting point. Be sure to tailor it to your specific needs and goals, and consider including any relevant data or examples to illustrate the potential benefits of training for your organization.