Dear Fname Lname,   
  
My name is **(name)** and I work as a **(role)**. I have been working here for **(x)** years now. My journey, since I’ve joined includes a growth in skills that I am now proficient in, as a result contributing effectively to the organization. They include **(enter acquired skills)**.

These skills have allowed me to deliver better value to this organization as an employee, while contributing to the shared learning experience. Now, I would like to take that growth forward by reskilling & upskilling. This benefits me and the organization at large.

In an age where Digital Transformation is the next big thing, I would like to draw your attention to training offered under SkillsFuture Singapore, in collaboration with SAP. It helps professionals like me upskill, bringing me on par with the ever-changing industry standards.

**The training under SkillsFuture offers:**  
  
• Hands-on Training: I will be able to practice theory on a live system and get a full understanding of how to apply it in our industry  
  
• SAP-led: The courses are designed by SAP to train professionals with their own product which gives the course and its content more credibility  
  
• Industry recognized: The certification upon completion is industry-recognized and reputed   
  
**Features & Benefits (to the organization)**   
  
• Acquire relevant skills for technical roles, so that I can contribute more  
• Course Fee funding for trainees by SSG — up to 90% of the course fee is subsidized.  
• ROI in terms of better results and growth with a better-trained workforce

**I would like to apply for the following course:**

Course Name: | Curriculum:

Tuition Cost: | Other Costs: | Total:   
  
If allowed to take up the course, I will become a valuable asset to the company. Furthering our visions and goals while turning myself into a more skilled, equipped professional. I hope you consider my request to take up this course and approve the course fee.

Thank you,