Subject line:

Request to attend Predictive Index Training

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in the two-day Predictive Index Training at ADVISA for my leadership development this year. This program in Carmel, Indiana, is designed for managers, executives, and HR leaders looking to use data to enhance employee engagement, hiring, coaching, and team performance. Participants will learn how Predictive Index data can drive business results and foster a thriving organizational culture.

The cohort is scheduled for [DATES/TIMES] and costs $2,700. Notably, 98% of ADVISA participants report becoming more effective leaders. ADVISA’s expertise in cultivating thriving work cultures can also benefit our organization.

May I have approval to attend this training? Please let me know next steps.

Thank you,  
[NAME]