

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Training Provider/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to inquire about the possibility of arranging an in-house training program tailored for our staff. As part of our commitment to continuous professional development and enhanced productivity, we are seeking to collaborate with [Training Provider/Organization Name] to organize customized training sessions that address our specific business needs and skill enhancement goals.

We would appreciate it if you could provide us with detailed information regarding the programs you offer, including:

- Course topics and modules available for in-house delivery
- Trainer profiles and expertise
- Training duration and schedule flexibility
- Group size requirements
- Cost structure and any available packages
- Process for customizing content to fit our company's objectives

We would also like to understand your approach to measuring training effectiveness and any post-training support options you provide.

Kindly let us know a convenient time for a call or meeting to discuss our requirements in detail. We look forward to your prompt response and hope to establish a successful partnership for our staff development initiatives.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Email Address]

[Phone Number]