

Hi _____,

I am writing this email to you because I have been evaluating the possibility of developing new skills and attending a training course for a while. I would like to upskill myself to help me grow professionally and bring new ideas to work.

After conducting in-depth research, I found the perfect path for me: it is [Nome Master] of Talent Garden Innovation School, a part-time course designed for professionals, conducted over a period of XY [insert number] weeks (insert days). The course would help me acquire new skills and tools which will help me become more proficient in my day-to-day tasks. It will also help me enhance the key competencies for my current role, such as [insert examples].

For your reference, I have attached a presentation with details of the program. It also includes information on advantages that companies gain after upskilling their employees.

I would also like to organise a short meeting to discuss this opportunity further. Would you be available [insert day and time]?

Thank you,