Dear Madam or Sir

I am writing to ask if I can enrol on a English speaking course which is a short-term of two months. I would like to improve my spoken English in order to communicate with international colleagues efficiently. The course offers me a chance to speak with native English speakers. There is no doubt that I will make great progress after strenuous exercise with them.

Please allow me to leave for two months. It couldn’t be better that you gave me some advice about English learning. I remember that the company would cover fifty percent of the tuition fees of any English course which an employee enrol on. Could I receive the money in advance?

Both my spoken and written English are inferior to reading and listening. I really want to do something to improve. After finishing the course, I can speak fluent English. Thus it won’t take too much time to speak with customers. As a consequence, I can work more efficiently than before.

Sincerely

Nicholas

**revised by me**

I am writing to request your permission to allow me to leave for two months to join a short-term English-speaking course. Though two months is short for a course but quite long for an employee’s leaving, I have made the decision. I am determined to improve my spoken English skills.

The course offers me a chance to interact with native English speakers. I think I could make a breakthrough after two months of strenuous exercise.

As far as I know, our company will cover 50% of the tuition fees for any English learning course. Is it possible to receive the money in advance? If you could also give some advice, I would appreciate that.

Although most of the work time I speak English with colleagues, I can not make myself clear. Sometimes we did not understand each other due to poor English. Consequently, I can not do the job well. For this reason, it is necessary to take the course. There is no time to waste.

**improved by Grammarly**

I am writing to request your permission to enrol on a short-term English speaking course. The course is for two months and I think it will help me improve my spoken English skills, which in turn will enable me to communicate more effectively with my international colleagues. The course also provides an opportunity to interact with native English speakers, which I believe will be beneficial for me.

I am aware that our company offers to cover 50% of the tuition fees of any English course taken by an employee. Would it be possible to receive the money in advance?

I understand that my current level of spoken and written English is inferior to my reading and listening abilities. Therefore, I am eager to take this course to improve my language skills. Upon completion, I am confident that I will be able to speak fluent English, which will help me communicate with customers more efficiently and effectively.

I hope that you will consider my request and allow me to take this course. Your guidance and advice on English learning would be greatly appreciated.

Thank you for your time and consideration.