

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Task: You are working in a company. You would like to join a training course related to your work. Write a letter to your employer.**

In your letter:

- describe what course you would like to do
- explain how this course will help your work
- suggest a suitable time for you to do this course

You should write at least 150 words.

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