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Dear [Mr./Mrs. Last Name],

I want to let you know how much I appreciate your decision to approve my request to attend Crystal Reports training. I know there have been some concerns regarding the timeliness and quality of reports produced in my department, and I am convinced that using Crystal Reports will help overcome those challenges. Learning how to use the program effectively will go a long way toward improving the productivity in my department and I appreciate that you have provided me with the opportunity to do just that. Thank you for listening to and approving my request for this important training program. I look forward to applying what I learn to my work and to helping others in the department master the program as well.

Sincerely,

[Your signature]