

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Proposal for Alternative Training Accommodation

Dear [Name],

I am writing to formally request an accommodation regarding the upcoming training session, [Name of Training], scheduled for [Date].

Due to [briefly state reason: e.g., a medical condition, religious observance, or a pre-existing conflict], I am unable to participate in the training as currently structured. To ensure I still gain the necessary skills and meet compliance requirements, I would like to propose the following alternative arrangements:

- [Option 1: e.g., Attending a virtual/recorded version of the session]
- [Option 2: e.g., Completing an equivalent online certification course]
- [Option 3: e.g., Participating in a one-on-one makeup session at a later date]

I am committed to completing this training and believe these alternatives will allow me to fulfill my professional responsibilities effectively. I have attached [mention any supporting documentation, if applicable] for your review.

I would appreciate the opportunity to discuss this proposal with you to find a solution that works for the team. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]