Note: Make changes to the document below with Microsoft Word’s “Track Changes” turned on. This will allow you to more easily see your changes for comparison with the suggested revision.

**My Training Needs** 02/15/20xx 4:20 PM



**Gary Holbrook** to: Francis Mulholland



Dear Francis,

I am writing in response to your request for unit staff members to identify their training needs and how much the training will cost. I believe I would benefit from both internal training in writing and computer training, which is available externally.

* I would like to take more classes in writing here at the Bank. My task manager wants me to become more involved in projects, and starting to write parts of BTORs and AMs. I have already taken the Writing E-Mails and Letters course, so I am now eligible for individual tutorials; they are free of charge, and I estimate that I will need no more than three.
* Cost tables training course. I will need to create cost tables for one of the new projects starting in May, and I need to learn quickly how to do this. A five-day training course will cost $750, and I can enroll next month at ABC Technology Training Institute.

I would appreciate your letting me know as soon as possible if I will be able to take these courses.Thank you,

Gary

Gary Holbrook



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