

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming meeting scheduled for [Date] at [Location/Virtual Platform].

I believe that attending this meeting will provide valuable insights and opportunities for [mention any relevant topic or goal]. As [your position or role], I am eager to contribute to the discussions and collaborate with fellow attendees.

Please let me know if you require any additional information or if there are any forms or processes I need to complete in advance.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]