

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to attend the upcoming meeting scheduled for [date] at [time]. The meeting will be held at [location/format, e.g., online, conference room].

I believe that attending this meeting will be beneficial for [reason related to the meeting, e.g., my role, the team, current projects]. I am particularly interested in the discussion on [specific topic of interest], and I would appreciate the opportunity to contribute and gather insights.

Please let me know if my attendance would be acceptable. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]