

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

Dear [Recipient Name],

Subject: Request for Professional Attendance Allowance

I hope this letter finds you well. I am writing to formally request a professional attendance allowance in relation to my role as [Your Job Title].

As part of my responsibilities, I am required to attend [specific events, conferences, trainings, etc.] which are crucial for my professional development and contribute to my performance at [Company/Organization Name]. The costs associated with these events include [list specific costs, e.g., travel, accommodation, registration fees], which I believe warrant the support of a professional attendance allowance.

I have attached [any relevant documents, such as receipts, event agendas, etc.] for your review. I believe that this allowance will not only assist in offsetting the costs incurred but also enhance my ability to contribute effectively to our team and the organization as a whole.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Department/Team Name]