

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

Dear [Recipient Name],

I am writing to seek permission for my participation in the upcoming [Event Name] scheduled to take place on [Event Date] at [Event Location]. This event is organized by [Organizer Name] and aims to [briefly describe the purpose of the event].

As [your role or relation to the event, e.g., student, representative], I believe that participating in this event will greatly benefit [reason why you want to participate, e.g., educational growth, networking opportunities].

I understand the importance of adhering to [any relevant policies or requirements], and I assure you that I will comply with all necessary guidelines during the event.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]