

[Your Name]

[Your Title/Position]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

Dear [Recipient's Name],

I am writing to formally grant permission for [Employee/Student Name] to attend [Event Name] on [Event Date(s)] at [Event Location].

This event is a valuable opportunity for [learning, networking, professional development, etc.], and I believe that [Employee/Student Name] will benefit greatly from participating.

Please ensure that all necessary arrangements are made for [travel, accommodation, etc.], and provide a report or feedback following the event.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]