

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

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

Dear [Recipient's Name],

Subject: Attendance Request for [Event/Meeting/Training]

I hope this message finds you well. I am writing to formally request permission to attend [specific event or meeting name] scheduled for [date] at [location].

Given the relevance of this event to my [role, responsibilities, or professional development], I believe that my participation will be beneficial to our team and contribute to [specific goals/outcomes].

I appreciate your consideration of this request. Please let me know if there are any forms or further information needed to facilitate this.

Thank you for your understanding.

Sincerely,

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