

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

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

Dear [Recipient Name],

I am writing to formally request permission to attend
[Event/Conference/Meeting Name] taking place on [Date(s)] at [Location].
The purpose of my attendance is [briefly explain reason, e.g., to gain
knowledge on specific topics, to network with industry professionals,
etc.]. I believe that participating in this event will be highly
beneficial for [explain how it relates to your role or organization].
Please let me know if there are any forms or procedures I should complete
to facilitate this request. I look forward to your positive response.
Thank you for considering my request.

Sincerely,

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