## formal permission for attendance

Dear [Recipient Name],

I am writing to grant permission for [Name] to attend the [Event/Conference/Workshop] scheduled on [Date] at [Location]. This permission is given with the understanding that all rules and guidelines of the event will be followed.

Please consider this letter as formal authorization to participate in the event.

Sincerely,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/letter-giving-or-granting-permission