Request for attending external educational workshop

Subject: Request for Permission to Attend Workshop
Dear Principal,
I would like to seek your permission to attend a workshop/seminar on [Topic] scheduled on [Date] at
[Venue]. I believe this event will enhance my learning and skills in [subject/area].
I kindly request your approval for my participation.
Thank you.
Sincerely,
[Your Name]
[Class/Grade]

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