

Professional Email Requesting Permission to Attend Workshop

Subject: Request for Permission to Attend Workshop

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to seek your permission to attend the upcoming [Workshop Name] scheduled for [Date] at [Location]. I believe this workshop will enhance my skills in [Skill/Topic] and contribute positively to my current projects.

I assure you that I will manage my current responsibilities effectively and provide a brief report on the insights gained from the workshop.

Thank you for considering my request.

Best regards,

[Your Name]

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