

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request permission to attend the upcoming motivational seminar titled "[Seminar Title]" scheduled for [Date] at [Location]. I believe that participating in this seminar will provide me with valuable insights and skills that can greatly enhance my performance and contribution to our team.

The seminar will cover topics such as [Briefly describe the topics or benefits], which align with our goals at [Company/Organization Name]. I am confident that the knowledge gained will not only benefit me but also benefit our team and the organization as a whole.

The total cost to attend the seminar is [Cost], which includes [Briefly describe what the cost covers]. I am happy to discuss this further and explore ways to cover the expenses.

Thank you for considering my request. I am looking forward to the opportunity to grow professionally and bring new ideas back to our team.

Sincerely,

[Your Name]