

# Request for Attendance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming Creative Workshop being held on [Event Date] at [Event Location]. As an individual passionate about creativity and innovation, I believe that this workshop will greatly contribute to my personal and professional development.

Furthermore, I am eager to learn from the esteemed speakers and collaborate with like-minded individuals. I am committed to actively participating and sharing my insights during the event.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]