

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to join the upcoming collaborative software training workshop scheduled for [Date] at [Location].

As part of my ongoing professional development, I believe that participating in this workshop will enhance my skills and contribute positively to our team's objectives. I am particularly interested in learning about [specific topics or software], and I am excited about the possibility of collaborating with fellow professionals in this field.

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

Sincerely,  
[Your Name]