

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for my attendance at the upcoming Leadership Seminar scheduled for [insert dates] in [location]. This seminar focuses on enhancing leadership skills, strategic thinking, and team management, which are essential competencies for my role as [Your Job Title].

Attending this seminar will provide valuable insights and practical strategies that I can immediately apply to my work and share with our team. The investment in my professional development will not only benefit me but will also contribute to our organization's growth and success.

The total cost of the seminar, including registration, travel, and accommodation, is estimated to be [insert cost]. I believe this is a worthwhile investment in my professional capabilities.

I appreciate your consideration of my request and am happy to provide any further information needed. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]