

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming pharmaceutical staff development workshop scheduled for [Date] at [Location]. This workshop offers valuable insight into the latest industry trends and practices, which I believe will enhance my professional skills and contribute positively to our team's objectives.

The key topics to be covered include [list a few topics], and the event will feature renowned speakers from our field. Attending this workshop will not only aid my personal growth but will also allow me to share new knowledge and strategies with our team upon my return.

Please let me know if I may proceed with the registration process. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]