

# Letter of Request for Attendance

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request attendance at the upcoming regional sales briefing scheduled for [insert date and time]. This briefing represents a significant opportunity for our team to align on strategies, share insights, and discuss the latest product updates.

Given my role in [briefly explain your role or responsibilities], I believe that my participation will contribute positively to the objectives of the meeting and enhance collaboration among the regional sales teams.

I am eager to connect with colleagues and explore how we can collectively drive our sales performance across the region. Please let me know if there are any specific requirements or details I need to prepare in advance.

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

Sincerely,  
[Your Name]  
[Your Contact Information]