

# Request for Participation in Continuing Education Session

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request permission to participate in the upcoming continuing education session titled "[Session Title]" scheduled for [Date of Session].

As a [Your Position/Title] at [Your Organization/Institution], I believe that attending this session will enhance my skills and knowledge in [relevant skills/knowledge area]. I am particularly interested in [specific topics of interest related to the session] and how they can be applied in my current role.

I assure you that my participation will not interfere with my responsibilities, and I am committed to sharing the insights and knowledge gained with my colleagues after the session.

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

Sincerely,

[Your Name]