

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming skill enhancement workshop titled "[Workshop Title]" scheduled for [Date(s)] at [Location]. This workshop is designed to improve participants' skills in [briefly describe the skills or topics covered], which I believe is essential for my personal development and would be beneficial to our team.

Attending this workshop will provide me with valuable insights and practices that I can directly implement in my current role, ultimately contributing to our organization's objectives. The cost of the workshop is [cost], and I am willing to cover my own expenses if necessary.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]