

Request for Attendance

To: [Manager's Name]

Date: [Current Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to attend a team-building workshop scheduled for [Date] at [Location]. This workshop aims to enhance collaboration, communication, and overall team dynamics, which I believe will be beneficial for our team.

Attending this workshop will provide us with valuable insights and tools to strengthen our teamwork and improve productivity. I am confident that the skills gained will translate into our projects and promote a more positive work environment.

The workshop details are as follows:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Cost:** [Cost]

I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]