

Your Name  
Your Position  
Your Organization  
Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Position  
Recipient Organization  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the opportunity to attend a professional development workshop titled "[Workshop Title]," scheduled for [Date] at [Location].

This workshop focuses on [briefly describe the workshop's focus and objectives]. I believe that attending this workshop will greatly enhance my skills in [specific skills or areas of development].

The total cost of the workshop is [amount], which includes [mention any inclusions such as materials, meals, etc.]. I believe this investment will yield significant benefits for both my professional growth and our organization.

I appreciate your consideration of my request. I am eager to apply what I learn to my role and contribute to our team's success. Please let me know if you need any additional information.

Thank you for your time and support.

Sincerely,  
Your Name  
Your Position