

Request to Attend Public Forum

Date: [Insert Date]

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

To:
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming public forum titled "[Forum Title]" scheduled for [Date of Forum] at [Location].

As a member of [Your Organization/Community], I am eager to engage in discussions that impact our community and to contribute my perspectives on key issues. I believe that attending this forum will enhance my understanding and allow me to represent the interests of our constituents effectively.

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

Sincerely,

[Your Name]