

Permission Letter for Workshop Involvement

Date: _____

To,

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I am writing to formally request permission for [Student/Employee Name] to participate in the [Name of Workshop] scheduled on [Date] at [Location]. This workshop aims to enhance skills in [Workshop Topic/Area of Focus] and is an excellent opportunity for professional development.

We believe that participation in this workshop will provide [Student/Employee Name] with valuable knowledge that will benefit our organization, and we fully support their involvement.

Please let us know if you require any additional information to process this request. Thank you for considering this opportunity for [Student/Employee Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]