

# Permission for Engagement in Promotional Functions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally grant permission for [Employee's Name], holding the position of [Employee's Position], to participate in promotional functions organized by [Promoting Organization's Name] on behalf of [Your Organization's Name].

The promotional functions are scheduled to take place on [Insert Dates] at [Insert Location]. We believe that this engagement will be beneficial for both personal development and the representation of our organization.

We kindly ask that you provide all necessary support and accommodations during this engagement. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]