

# Permission Letter for Team Development Event

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to seek your permission for our team to participate in a development event scheduled for [insert date] at [insert location]. This event is focused on [briefly describe the event and its benefits to the team].

Our team believes that participation in this event will significantly enhance our skills and foster better collaboration among team members, which will ultimately benefit our overall performance at [Company Name].

Please find attached details of the event, including the agenda, costs, and expected outcomes.

We would appreciate your support in allowing us to attend this valuable development opportunity. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]