

Request to Attend Nonprofit Board Gathering

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to attend the upcoming nonprofit board gathering scheduled for [date]. As [your position or role], I believe that my presence would provide valuable insights and contribute to our ongoing initiatives.

I am eager to engage with fellow board members and share thoughts on [specific topics or agenda items]. I believe that attending this gathering will enhance my understanding of our objectives and assist in furthering our mission.

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

Sincerely,

[Your Name]

[Your Position]