

John Doe

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Email: johndoe@example.com

Date: October 1, 2023

Conference Coordinator

Annual Writer's Conference

456 Conference Ave.

City, State, ZIP

Dear Conference Coordinator,

I am writing to formally request permission to attend the Annual Writer's Conference scheduled for November 15-17, 2023. As an aspiring writer, I believe that participating in this event will greatly enhance my skills and provide invaluable networking opportunities with established authors and industry professionals.

In addition, I am eager to attend workshops and panel discussions that align with my interests in fiction writing and storytelling techniques. I am confident that the knowledge and experience gained from this conference will positively impact my writing journey.

I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your time.

Sincerely,

John Doe