

Request for Writing Workshop Assembly

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in organizing a writing workshop assembly at [School/Organization Name] on [Proposed Date]. As we strive to enhance our students' literary skills, we believe that this workshop would greatly benefit their creative expression and writing proficiency.

The workshop aims to provide hands-on experience with various writing techniques, guided by experienced writers and educators. We anticipate approximately [Number of Participants] participants, and we would be grateful if you could assist us in coordinating this event.

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

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]