

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval to attend the Ethics Training Workshop scheduled for [dates] at [location]. I believe that participating in this workshop will enhance my understanding of ethical practices within our organization and improve my ability to contribute positively to our work environment.

The workshop will cover key topics such as [briefly list topics], which I believe are crucial for maintaining our standards and fostering a culture of integrity and accountability.

I am confident that the knowledge and skills gained from this workshop will benefit both my professional development and our team's overall performance. I kindly ask for your support in facilitating my attendance.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]