

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to attend the upcoming Employee Development Seminar scheduled for [date] at [location]. This seminar focuses on [briefly describe the topics or skills to be covered] and is an excellent opportunity for professional growth.

Attending this seminar will not only enhance my skills but also allow me to bring valuable insights back to our team. I believe it will significantly contribute to our ongoing projects and support my development within the company.

I have reviewed the agenda, and I am particularly interested in [mention specific sessions or workshops]. I am confident that the knowledge gained will be beneficial to both my personal growth and our organization.

Please let me know if you approve my attendance. I am happy to discuss this further and provide any additional information you may need.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]