

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my participation in the upcoming Annual General Assembly scheduled for [date] at [location]. As a [mention your role or position in the organization], I believe my involvement in this assembly will be beneficial for both myself and the organization.

I am eager to contribute my insights and perspectives on the matters that will be discussed. Please let me know if there are any forms or requirements I need to complete prior to the assembly.

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

Sincerely,

[Your Name]