

# Financial Approval for Workshop Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for financial approval to attend the [Workshop Name] scheduled for [Workshop Date] at [Location] has been approved.

Details of the financial approval are as follows:

- **Workshop Fee:** \$[Amount]
- **Travel Expenses:** \$[Amount]
- **Accommodation (if applicable):** \$[Amount]
- **Total Approved Amount:** \$[Total Amount]

Please ensure that you keep all receipts and submit them for reimbursement after the workshop. We look forward to your active participation and the valuable insights you will gain from this opportunity.

If you have any questions, feel free to reach out to me.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Organization Name]