

Official Correspondence Letter for Permission

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Michael Roberts
HR Manager
Global Tech Solutions
500 Innovation Drive
San Francisco, CA 94105

Subject: Request for Permission to Attend a Professional Development Workshop

Dear Mr. Roberts,

I hope you are doing well. I am writing to formally request permission to attend a professional development workshop titled "**Advanced Software Engineering Trends and Innovations**" scheduled for March 15-17, 2025, in San Francisco. This workshop is designed to enhance technical expertise, introduce the latest advancements in the software industry, and provide valuable networking opportunities with industry experts. Given the relevance of the topics covered, I believe this event will significantly benefit both my professional growth and my contributions to the company.

The workshop will cover various emerging technologies, including AI-driven software solutions, cloud computing enhancements, and cybersecurity advancements. Attending this event will allow me to gain insights into new industry practices and strategies that could be applied to improve efficiency in our ongoing projects. Additionally, I will have the opportunity to interact with leading experts in the field, which could open doors for potential collaborations and innovative solutions that align with the company's objectives.

To ensure that my absence does not disrupt ongoing tasks, I have taken the necessary steps to delegate my responsibilities during the workshop period. My current assignments will be completed in advance, and I have briefed my colleagues to handle any urgent matters in my absence. If required, I will also be available via email for any critical work-related concerns. Furthermore, I am happy to prepare a summary report of the key takeaways from the workshop and share valuable insights with the team upon my return.

I kindly request your approval to attend this workshop, along with any necessary leave arrangements for the mentioned dates. Please let me know if there are any additional requirements or formalities I need to complete. Thank you for your time and consideration. I appreciate your support and look forward to your response.

Sincerely,
David Thompson

[David Thompson's Signature]