

Request for attending external educational workshop

Subject: Request for Permission to Attend Workshop

Dear Principal,

I would like to seek your permission to attend a workshop/seminar on [Topic] scheduled on [Date] at [Venue]. I believe this event will enhance my learning and skills in [subject/area].

I kindly request your approval for my participation.

Thank you.

Sincerely,

[Your Name]

[Class/Grade]

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