

Creative One Hour Permission Letter for Event Attendance

Subject: Permission Request for Short Absence

Dear [Recipient's Name],

I kindly request permission to be away from [work/school] for one hour on [Date] to attend [event or meeting]. I promise to return promptly and resume my duties immediately after.

Your understanding is greatly appreciated.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/one-hour-permission-letter>