**APPROVAL LETTER**

**[Today’s Date]**

**[Name]**

**[Company]**

**[e-mail address]**

**RE:** Request for approval to attend **[name of the workshop/conference]**

Dear Madam/Sir **[name of the Supervisor],**

Having in mid our discussion, in which I have presented my plan to attend workshop/conference on **[subject of the workshop/conference],** in this sample letter of request for approval I ask for your permission to take two working days off work, from **[date]** to **[date],** to give a presentation of the findings related to the **[subject of the conference/workshop].** This conference/workshop would be a perfect opportunity for the company to present the recent findings regarding our newest project, which will further enhance our knowledge in the matter. Additionally, it would be a great occasion to have catch-up meetings with our colleagues from **[name of the company]** in which I intent to discuss further the development of our jointly project **[name of the project].**

All the costs (one overnight stay, breakfast included) are covered by the organizers of the workshop/conference, so our organization will have to ensure to cover the travelling cost for me ($ 75) for a return ticket. So, if it is possible, could I have your approval before I proceed with my request to the HR department today?

Thank you very much in advanced for considering my request for approval contained in this sample letter of request for approval, if you have any additional comments, please let me know.

Sincerely,

**[Signature]**

**[Name Surname]**