To: Sneha@outlook.com

Cc: Vikas@outlook.com

Subject: Request for the approval to attend the workshop.

Hi Sneha,

We all know that our organization is conducting a workshop towards the end of the month from 28th Jun to 30th Jun. I believe that this is a great opportunity for me to gain the technical expertise and can hugely help our team in the on-going project. Please permit me to attend the workshop.

Looking forward for your approval.

Best Regards

Kavya

Trainee at Mthree