

To,

Mr. Logan Johns

Sr. Manager

Marketing Department

XYZ Pvt Ltd.

024 Gorge pool Building

Los Angeles

United States

Date: January 26th, 2019

Subject: Permission for attending the seminar

Respected Sir,

Through this letter, I am seeking permission to attend the three days long seminar which is being held at the Las Vegas branch office from 3rd to 5th of February 2019. The seminar is conducted to discuss the nature of audiences for the upcoming launch of the ABC product. I've worked on the ABC product from the start, that's why I am interested in attending the seminar as it would be quite useful. I am hopeful to be a valuable asset during the seminar.

I request you to kindly allow me to be a part of this seminar. Please confirm the same at the earliest as I will have to make arrangements for the travel with our office's travel desk.

I am looking forward to hearing a positive response from your end.

Thanking you,

Mike Dustin

Marketing Executive