

## Sample Inquiry Letter: Request for Permission to Hold Seminar

[Your Name]  
[Your Position/Designation]  
[Your Organization Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization/Department]  
[Organization Address]  
[City, State, ZIP Code]

### **Subject: Request for Permission to Hold a Seminar**

Dear [Recipient's Name],

I am writing on behalf of [Your Organization Name] to respectfully request your permission to organize a seminar entitled "**[Seminar Title]**." This event is proposed to be held on **[Proposed Date]** at **[Venue/Location]**.

The primary objective of this seminar is to **[briefly state the purpose, e.g., disseminate valuable knowledge, discuss recent developments, or enhance professional skills]**. We expect the participation of approximately **[Number]** individuals, including **[Target Audience, e.g., students, professionals, faculty members]**.

We kindly request access to the aforementioned venue and support for the necessary arrangements, including seating, audio-visual equipment, and refreshments if possible. Attached are the proposed program schedule and a list of anticipated speakers.

We assure you that all guidelines and protocols stipulated by your esteemed office will be strictly followed to ensure the success and smooth conduct of the event. We also welcome any suggestions or additional requirements you may wish to stipulate.

We look forward to your kind approval and support. Should you require any further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Position/Designation]  
[Your Organization Name]