[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution]  
[Date]

**Head of Department**  
[Department Name]  
[Institution Name]

Dear Sir/Madam,

**Subject: Request for Permission to Attend a Conference in Abuja**

I hope this letter finds you well. I am writing to formally seek your approval to attend a [name of the conference] in Abuja, scheduled to take place from [start date] to [end date]. The conference is organized by [organizing body], and it aims to address key topics relevant to our field, including [briefly mention a few topics or themes of the conference].

This conference presents an invaluable opportunity for professional development, as it will provide insights into the latest trends and innovations in our area of expertise. Additionally, I will have the chance to network with other professionals, exchange ideas, and gain knowledge that could be beneficial to our department.

I kindly request permission to be away from the office for two days (from [start date] to [end date]), to enable me to attend the sessions. I will ensure that all my duties are adequately covered during my absence, and I am committed to applying any new knowledge or skills gained for the benefit of our department upon my return.

Thank you for considering my request. I look forward to your favorable response.

Yours faithfully,  
[Your Full Name]  
[Your Contact Information